MONTHLY PAYROLL CHECKLIST

		CLIENT NAME:	PT. Colla management logistik
PIC 1 (Inputter):	Silvi	Target Date:	20 Februar. 2023
PIC 2 (Peer Review):	Lasmi	Review Date:	20 februar. 2023
PIC 3 (Senior Checker):	Ari	Send Date:	20 februar. 2023

Data Verification	Yes/No	Notes (If No)
All employee data (NPWP, work start date, resign date, PTKP status, etc) are updated with actual conditions	✓	
Salary data in the working paper is the same as the salary data sent by the client	✓	
BPJS Data in the working paper is the same as the BPJS Payment Data	✓	
The Income Tax Art 21 in the working paper is the same as the Income Tax Art 21 in Monthly Tax working paper	✓	
Employee attendance data in the working paper is the same as the employee timesheet	✓	

Calculation Review	Yes/No	Notes (If No)
All client-specific regulations regarding payroll (deduction, non fixed allowance, etc) have been accommodated in the working paper	✓	
There are no errors in all the formulas in the working paper	✓	
All the information and data in the payslips that are made are the same as the data on the working papers	✓	

Delivery and Documentation	Yes/No	Notes (If No)
Email salary calculation only to PICs who have the right to access salary data	✓	
All payroll related data are well documented on the server	✓	