

PERIOD: Februari 2023

MONTHLY PAYROLL CHECKLIST		
CLIENT NAME: PT - Mous Technologies Indonesia		
PIC 1 (Inputter): hwi	Target Date: 15 Februari 2023	
PIC 2 (Peer Review): Lm	Review Date: 22 Februari 2023	
PIC 3 (Senior Checker): An	Send Date: 23 Februari 2023	
<b>Data Verification</b>		
All employee data (NPWP, work start date, resign date, PTKP status, etc) are updated with actual conditions	Yes/No	Notes (If No)
	✓	
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	✓	
<b>Calculation Review</b>		
All client-specific regulations regarding payroll (deduction, non fixed allowance, etc) have been accommodated in the working paper	Yes/No	Notes (If No)
	✓	
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	✓	
<b>Delivery and Documentation</b>		
Email salary calculation only to PICs who have the right to access salary data	Yes/No	Notes (If No)
	✓	
All payroll related data are well documented on the server	✓	

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An	