



Payroll checklist

saralPayPack

Lock previous period payroll

Add new employees

Confirmation updates

Update salary revisions, if any

Calculation of PF and ESI

Update one-time payments

Update any other salary changes

Update Arrears & leaves

Update Full and Final Settlements

Collect proof for TDS & reimbursements

Allot Reimbursement claims

Confirm and Lock IT declaration

Integrate IT declaration in payroll calculation

Calculate monthly salary

Generate payslips

Statutory payment and filing