



Payroll Compliance Checklist



A comprehensive payroll compliance checklist designed for U.S.-based employers, HR teams, and payroll managers. Use this document to ensure compliance with federal, state, and local payroll regulations.

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Employee Classification Compliance (FLSA)

- ☐ Correctly classify workers as employees or independent contractors
- ☐ Identify exempt vs non-exempt employees
- ☐ Review employee classifications regularly
- ☐ Maintain written classification records

New Hire Documentation

- ☐ Collect completed Form W-4
- ☐ Verify employment eligibility using Form I-9
- ☐ Report new hires to the state agency
- ☐ Secure employee personnel records

Wage & Hour Compliance

- ☐ Follow federal and state minimum wage laws
- ☐ Track employee work hours accurately
- ☐ Calculate overtime correctly
- ☐ Comply with final paycheck laws

Payroll Processing Accuracy

- ☐ Use reliable payroll software
- ☐ Process payroll on a fixed schedule
- ☐ Verify gross pay, deductions, and net pay
- ☐ Resolve payroll errors promptly

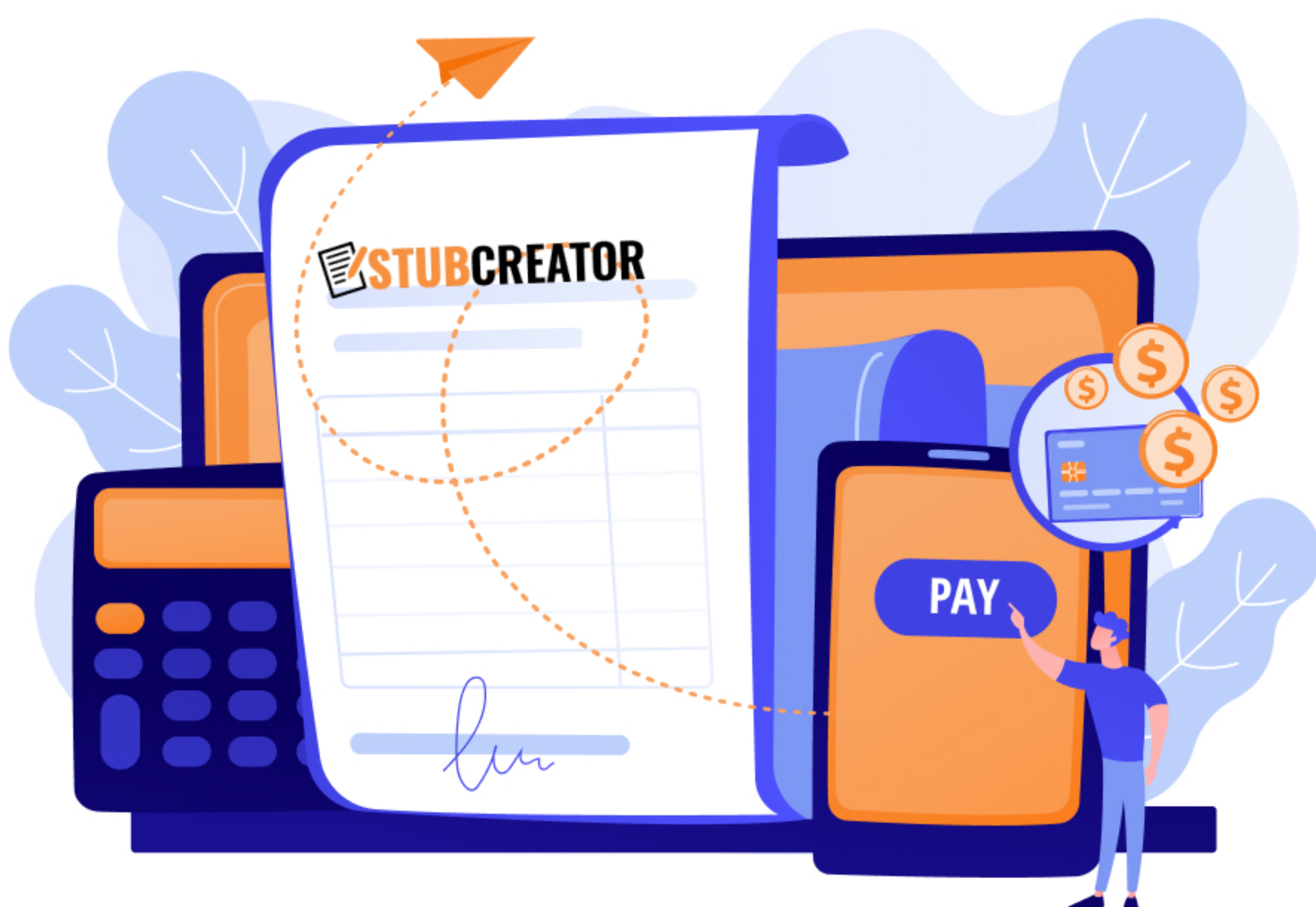
Payroll Taxes (Federal & State)

- ☐ Withhold federal income tax
- ☐ Withhold Social Security and Medicare taxes
- ☐ Pay applicable state and local taxes
- ☐ File Forms 941, 940, W-2, and W-3 on time

Benefits & Deductions

- ☐ Deduct benefits accurately
- ☐ Obtain employee authorization for deductions
- ☐ Comply with wage garnishments
- ☐ Apply deductions consistently

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Pay Stub Compliance (USA)

- ☐ Provide pay stubs every pay period
- ☐ Include all required pay details
- ☐ Follow state-specific pay stub rules
- ☐ Offer electronic or paper pay stubs

Recordkeeping Requirements

- ☐ Retain payroll records for required periods
- ☐ Protect payroll data security
- ☐ Ensure audit accessibility
- ☐ Comply with privacy laws

Paid Leave Compliance

- ☐ Track PTO and sick leave balances
- ☐ Comply with federal and state leave laws
- ☐ Apply leave policies consistently
- ☐ Update leave policies as laws change

Contractor Compliance

- ☐ Collect Form W-9
- ☐ Issue Form 1099-NEC
- ☐ Avoid worker misclassification
- ☐ Maintain contractor payment records

Multi-State Payroll Compliance

- ☐ Register for payroll taxes in each state
- ☐ Apply correct state tax rates
- ☐ Monitor nexus and remote work rules
- ☐ Follow state labor laws

Payroll Audits & Tools

- ☐ Conduct internal payroll audits
- ☐ Review payroll reports regularly
- ☐ Stay updated on payroll law changes
- ☐ Use secure payroll compliance tools



Thank You !!



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