

CFC Advisory Services

Payroll Checklist

This is your comprehensive checklist for Payroll Checklist. Please ensure that all listed items have been thoroughly reviewed and completed. For dedicated professional assistance, reach out to our CFC Advisory Services team.

- Collect and verify all employee attendance and leave records for the month.
- Calculate gross salaries including basic pay, allowances, and bonuses.
- Compute accurate statutory deductions: EPF, ESI, and Professional Tax.
- Deduct and remit TDS on employee salaries under Section 192.
- Generate and distribute monthly payslips to all employees.
- Process full and final settlements for departing employees.
- Maintain and update employee master data and compliance registers.
- File monthly EPF/ESI returns and generate Challans.

Contact our team:

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