The Timesheet-to-Pay-File Checklist

For labour hire and construction owners | Assistants Under The Sun

Most pay run problems don't start in payroll. They start days earlier, with a missing approval, a late timesheet or a job code nobody checked.

Step 1: Collect (by your cut-off)

- ☐ Set one weekly cut-off day and time, and tell every worker and supervisor
- ☐ Get every timesheet in one place (app, email or portal), not texts across phones
- ☐ Check every active worker has submitted, and chase missing ones the same day
- ☐ Confirm each timesheet has a supervisor or client approval

Step 2: Check (before anything goes to payroll)

- ☐ Hours match the roster and job records
- ☐ Breaks, overtime and penalty hours are marked correctly under the applicable award or agreement
- ☐ Travel and tool allowances are claimed and supported
- ☐ Each worker's job and cost codes are correct
- ☐ New starters have complete onboarding details (TFN declaration, super, bank details)
- ☐ Every query is noted and resolved, never guessed

Step 3: Process (hand over a clean file)

- ☐ Prepare the pay file in your payroll system's format
- ☐ Spot-check totals against last week and flag anything unusual
- ☐ Send it to your authorised person, who reviews it and pushes the pay run
- ☐ File approved timesheets and queries for a clear record

If this feels like a second job, it is. We handle collecting, checking and pay file prep using your system and your pay rules, and your authorised person still approves and pushes every pay run.
Book a 30-minute call about timesheets and the inbox: calendly.com/admin-virtualassistantunderthesun/30min
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