

**Payroll Testing Records Request List— Audit Year End: \_\_\_\_\_**

Please send all information in electronic format whenever possible or have available on site.

**A drop box is available** for large or multiple documents.

Please see the email sent to you with this document.

**1. Payroll and Personnel Policies**

- a.  Personnel guidelines in general
- b.  Personnel rules regarding paid time off (e.g. Vacation)
- c.  Payroll processing description and procedures

**2. Payroll Registers, time cards and other associated records for the following payrolls:**

- a.  Payroll period ending \_\_\_\_\_ (First PR of the Audit Year)
- b.  Payroll period ending \_\_\_\_\_ (PR for Testing)
- c.  Payroll period ending \_\_\_\_\_ (PR for Testing)
- d.  Payroll period ending \_\_\_\_\_ (First PR of the Next Year)

**3. Paid Time Off accrual**

- a.  List of accrued vacation and other pay for all employees as of year-end.