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**
   1. Personnel guidelines in general
   2. Personnel rules regarding paid time off (e.g. Vacation)
   3. Payroll processing description and procedures
2. **Payroll Registers, time cards and other associated records for the following payrolls:**
   1. Payroll period ending \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (First PR of the Audit Year)
   2. Payroll period ending \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (PR for Testing)
   3. Payroll period ending \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (PR for Testing)
   4. Payroll period ending \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (First PR of the Next Year)
3. **Paid Time Off accrual**
   1. List of accrued vacation and other pay for all employees as of year-end.