

- Print this checklist monthly to ensure all components are completed/approved/submitted.

OFFICE STAFF MONTHLY CHECKLIST

Task to Complete	Approvals/Submissions
<input type="checkbox"/> Payroll Recap (25th and 10th payroll)	<input type="checkbox"/> Approved by General Manager
<input type="checkbox"/> Hourly Timesheets (25th and 10th payroll)	<input type="checkbox"/> Approved by Team Member <input type="checkbox"/> Approved by General Manager
<input type="checkbox"/> Other Earnings (10th payroll only)	<input type="checkbox"/> Approved by General Manager <input type="checkbox"/> Surveys attached to support, if applicable <input type="checkbox"/> Hourly timesheets to support, if applicable
<input type="checkbox"/> Paid Time Off (10th payroll only)	<input type="checkbox"/> Approved by General Manager <input type="checkbox"/> Certificate of Attendance-Jury, if applicable
<input type="checkbox"/> Lost Business Log (10th payroll only)	<input type="checkbox"/> Approved by General Manager <input type="checkbox"/> Sale Agreements, if applicable <input type="checkbox"/> Production Allowances, if applicable
<input type="checkbox"/> Sales Correction (10th payroll only)	<input type="checkbox"/> Approved by General Manager <input type="checkbox"/> Sale Agreements, if applicable
<input type="checkbox"/> Production Correction (10th payroll only)	<input type="checkbox"/> Approved by General Manager <input type="checkbox"/> Invoice to support split production