



HRIS & PAYROLL READINESS CHECKLIST

A practical self-assessment for Sri Lankan businesses

HOW TO USE

Tick each item when your current process meets the requirement.

Unchecked items are opportunities to improve before your next payroll cycle.

01 | ATTENDANCE & LEAVE - THE FOUNDATION

- ☐ **Attendance records are centralized and reliable**
Avoid manual registers or disconnected branch spreadsheets.
- ☐ **Leave balances are calculated and updated automatically**
Approved leave and adjustments are reflected consistently.
- ☐ **Overtime and hours worked feed accurately into payroll**
No repetitive re-entry of approved time and overtime.

02 | PAYROLL & COMPLIANCE

- ☐ **EPF and ETF calculations are validated each pay cycle**
Review contribution inputs, exceptions and calculation accuracy.
- ☐ **Employees can access payslips securely**
Role-based access protects confidential salary information.

03 | PEOPLE, BRANCHES & SECURITY

- ☐ **Branch and department leave approvals are clearly configured**
Approvals have defined owners, status and audit trails.
- ☐ **Employee records and documents are held securely in one place**
Access is controlled; key documents can be retrieved quickly.
- ☐ **Shift workers and multiple locations are supported**
Schedules, time rules and location-specific workflows are covered.

04 | REPORTING & IMPLEMENTATION

- ☐ **HR can generate attendance and payroll reports promptly**
Reports support checks, corrections and management review.
- ☐ **Staff training is included in the HRIS rollout plan**
HR, managers and employees know how to use the process.

NEXT STEP | FREE PAYROLL READINESS REVIEW

Identify gaps in your attendance, leave and payroll workflow.

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