

# Approving your Payroll Pre-Process

07/05/2023 4:14 pm EDT

Once you have completed all tasks for [submitting your payroll to us](#), we will receive a notification to begin preparing your payroll for processing. We will take care of adding up, keying in, and processing your payrolls through Gusto. As we process, we are also keeping an eye out for compliance and will do our best to notify you of anything that may need your attention (new regulations, changes in employment laws, etc.).


## Approve payroll for final processing:

Once we have finished preparing your payroll, we will send you a pre-process for you to review. This will come in the same format as the reminder email. Click on the **view and manage your checklist** again and you will see a new task has appeared in your task list:

1. **Review the attached payroll summary and provide your approval.** Please review the payroll reports and make sure that everything looks correct as this is your final check before payroll gets finalized.




Your payroll will not be finalized and will not be sent out for processing until we have received your approval and these items are checked off as complete.




Salt & Main  
Accounting Co.

Salt & Main Accounting, LLC

Log Out



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**\*Payroll: Check Date July 7, 2023**

CLIENT  
Demo Client Company, LLC

REQUESTED BY  
Donn Mulderink

**Review Timesheets & Ready Payroll**

☒ **Please provide us with any payroll updates (new hires, rate changes, benefit adjustments, terminations, etc.)** Completed today

For any updates, please comment below.

1

Client Name Please change John Doe's rate of pay to \$15/h effective with this payroll, thanks!

☒ **Please submit your payroll worksheet** Completed today

To submit your payroll worksheet, please do the following:Download a copy of your payroll worksheet (attached below)Enter all hours...


1 2

Client Name Here you go, thanks!

**Review your Pre-Process**


☒ **Please review the attached payroll summary and provide your approval to finalize payroll:** Completed today X

For any updates, please comment below.

 **Donn Mulderink** Hey Client,

I've got your payroll all prepared and ready for your review. Please let me know if you have any further adjustments and if we are approved to process his payroll.


Cheers,

 XXXX 2023.07.07 PR01 - Payroll Pre-Process.pdf 26KB 2 minutes ago

C Client Name Approved, thank you! Just now

C

Comment

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## **And that's it!**

Once you have approved your payroll, we will get it submitted for final processing.

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