Payroll Sheet and Payslip Starter

Companion download for LoftyBiz 171 — Pay Your Team Properly: Payroll Records, Payslips and the Employee-or-Contractor Question

Make one payroll sheet for anyone you pay regularly. Write or send a one-page payslip on the next payday. For each person, write four lines on how the work happens, then check the employee-or-contractor question with a local adviser before you change anything.

1. Your payroll sheet (one row per person per pay period)

Line	Prompt	Your notes
Period	The pay period this row covers.	
Hours or days	Hours or days worked in this period.	
Gross pay	The gross amount before deductions.	
Agreed deductions	Each deduction with a plain label you can explain in one sentence. Leave off anything you are unsure about until you ask a local adviser.	
Amount paid, date, method	The net amount paid, the date, and the method. Use the business account only, never a personal wallet.	
Payslip given?	Did you give a short payslip, and did the person confirm they received it?	

2. Status and advice before you pay

Step	What to do	Your notes
How the work happens	Write four lines: who sets the hours, whose tools are used, whether they work for other clients, and who carries the risk if a job goes wrong.	
Employee or contractor	Decide from how the work actually happens, not from a convenient label on a transfer. This is not a legal test for every country.	
Local advice first	Check the employee-or-contractor question with a local adviser before the first payment, and before you change anything.	
Review the facts	Put a review date in your calendar, for example ninety days later, so the file does not go stale if the work changes.	

Keep your payroll sheet, payslip template, and payday reminder as a short checklist in Systex, our own product. The assistant answers from your notes. You can find Systex at loftybiz.net. Click the link in the description.

These are examples, not promises. Figures in the video are example figures, not targets or forecasts. This is general education, not financial, legal, HR or tax advice. Results vary. Check the rules where you work.

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