First payroll: verify, then release

Compare approved expectations with the payroll preview. Use employee references rather than unnecessary personal information.

Updated October 21, 2026 | US pawn-shop planning tool

Employer / payroll period: _____

Pay date / reviewer: _____

01 Hourly counter employee

Reference / applicable location: _____

Check	Expected	Actual / exception
Hours, rate and gross pay		
Deductions and net pay		
Leave balance / treatment		

Evidence / reviewer initials: _____

02 Commissioned salesperson

Reference / applicable location: _____

Check	Expected	Actual / exception
Hours, rate and gross pay		
Deductions and net pay		
Leave balance / treatment		

Evidence / reviewer initials: _____

Use the appropriate compensation and classification rules for each case. A manager title or salary alone does not determine overtime treatment.
Continue on page 2 for exception resolution and release approval.

First payroll: verify, then release

Compare approved expectations with the payroll preview. Use employee references rather than unnecessary personal information.

Updated October 21, 2026 | US pawn-shop planning tool

Employer / payroll period: _____

Pay date / reviewer: _____

03 Store manager

Reference / applicable location: _____

Check	Expected	Actual / exception
Hours, rate and gross pay		
Deductions and net pay		
Leave balance / treatment		

Evidence / reviewer initials: _____

04 Employee working across stores

Reference / applicable location: _____

Check	Expected	Actual / exception
Hours, rate and gross pay		
Deductions and net pay		
Leave balance / treatment		

Evidence / reviewer initials: _____

Exceptions resolved / reference: _____

Release decision: [ ] Approved [ ] Hold Approver / date: _____

Keep supporting calculations and approvals with the payroll record. Investigate differences before release.
Companion guide: pawnshopsoftware.com/guides/payroll-hr