Who handles what?

Name the person doing the work and the person checking it. Confirm provider duties against the actual service agreement.

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

Business / work locations: _____

Provider / service model: _____

Task	Responsible person / backup	Reviewer / evidence / due
Monitor official rule changes		
Approve payroll settings and policies		
Supply hours, commissions and corrections		
Register accounts; file and remit as applicable		
Verify deposits, filings and notices		
Keep records and control access		
Resolve errors and communicate with staff		

01 Your contacts and escalation route

Owner / manager: _____

Bookkeeper / accountant: _____

Payroll / HR adviser: _____

Urgent support / cutoff: _____

For each task, attach evidence such as a submission receipt, reconciled report or approval record. Record who acts if the primary contact is unavailable. Outsourcing scope and retained employer duties depend on the arrangement.

Companion guide: pawnshopsoftware.com/guides/payroll-hr