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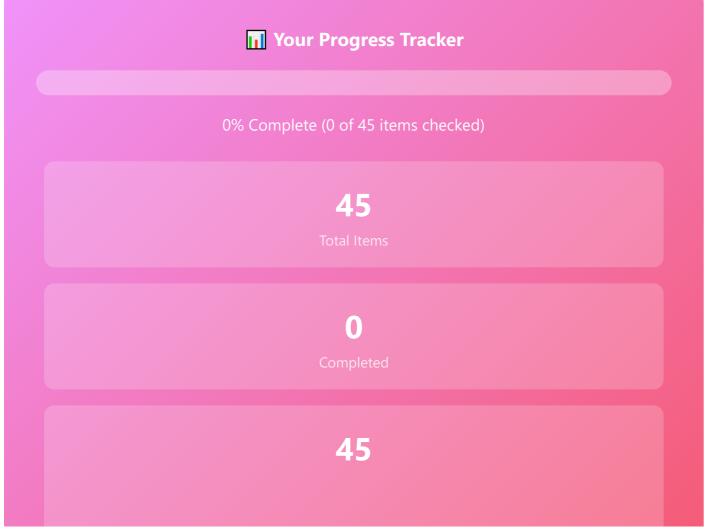
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# **Global Payroll Compliance Checklist**

Complete Implementation Guide for 2025

### **Your Roadmap to Global Payroll Success**

This comprehensive checklist covers all essential aspects of global payroll compliance. Use it to audit your current processes, implement new systems, and ensure ongoing compliance across all jurisdictions where you operate.



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Phase 1: Pre-Implementation Assessment
Timeline: Complete within first week (Days 1-7)
Conduct comprehensive compliance audit across all jurisdictions  Review current payroll practices in each country where you have employees. Document existing processes, identify gaps, and assess compliance status.
Document all countries with employees/contractors High  Create a master list including full-time employees, contractors, temporary workers, and remote employees across all jurisdictions.
Assess current payroll technology infrastructure Medium  Evaluate existing systems, integrations, data management capabilities, and identify technology gaps or upgrade needs.
Identify compliance gaps and risk areas Medium  Focus on tax withholding, worker classification, data privacy requirements, and local labor law compliance.
Calculate potential penalties for current non-compliance  Estimate financial risks and create business case for compliance investment using ROI calculations.



## Phase 2: Legal and Regulatory Framework

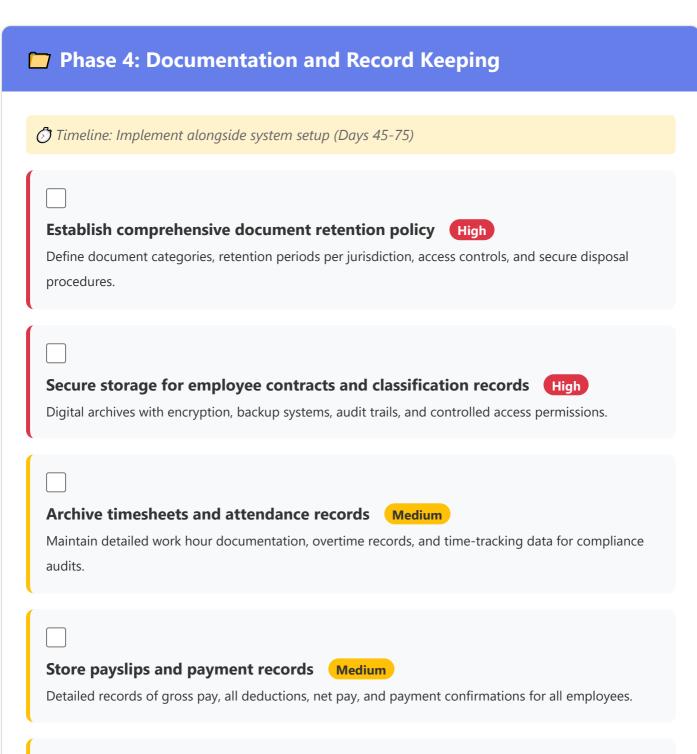
Timeline: Complete within 2-3 weeks (Days 8-21)
Research tax regulations for each jurisdiction Include income tax rates, filing deadlines, withholding requirements, and local tax authority contact information.
Understand labor and employment laws  High  Minimum wage requirements, overtime rules, working hour restrictions, and mandatory leave policies for each country.
Map social security and benefits requirements  Pensions, healthcare, unemployment insurance, disability benefits, and other mandatory social contributions.
Study data privacy regulations (GDPR, local laws) Medium  Understand cross-border data transfer requirements, storage obligations, and employee consent requirements.
Clarify worker classification rules Medium  Employee vs contractor distinctions, associated obligations, and penalties for misclassification in each jurisdiction.

#### Identify local reporting and filing requirements Low

Government forms, submission deadlines, digital filing requirements, and reporting frequencies for each country.

Phase 3: System and Process Implementation
Timeline: Complete within 6-8 weeks (Days 22-60)
Implement centralized payroll management system  Deploy single platform for all countries or establish integrated multi-system approach with data synchronization.
Establish secure data collection processes High  Employee information, banking details, tax identification numbers, and personal data management with encryption.
Configure payroll calculation engines  Set up gross pay, tax deductions, social security calculations, and net pay computations per country requirements.
Set up international payment processing Medium  Multi-currency transfers, banking relationships, foreign exchange management, and payment scheduling systems.

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Create automated reporting	g and filing systems Medium
Government submissions, tax filing:	s, compliance reporting, and automated deadline reminders.
Implement employee self-se	ervice portals (Low)
Secure portals for payslip access, pe	ersonal information updates, tax document retrieval, and leave
management.	



Maintain	tax withholding and contribution records Medium	
Governmen	payment records, filing confirmations, correspondence, and audit documen	tation.
Documer	t paid leave and statutory benefits Low	
Annual leav	e, sick leave, maternity/paternity benefits, and other statutory entitlements to	acking.

Phase 5: Team Training and Expertise
Timeline: Ongoing training program (Days 60-90)
Train HR teams on local regulations High  Country-specific employment laws, tax rules, compliance requirements, and cultural considerations.
Educate finance teams on international payroll  Multi-currency processing, tax calculations, financial reporting, and budgeting for compliance costs.
Establish partnerships with local experts Medium  EOR providers, tax advisors, legal counsel, and local payroll specialists in each jurisdiction.
Create internal compliance procedures manual Medium  Step-by-step processes for payroll administration, compliance monitoring, and issue resolution.

Designate compliance officer or team Low

LOW	

Assign dedicated responsibility for ongoing compliance monitoring, updates, and cross-team coordination.

Phase 6: Testing and Quality Assurance
Timeline: Comprehensive testing phase (Days 75-105)
Conduct end-to-end payroll testing  Test complete payroll cycle from data input to payment delivery across all countries and employee types.
Verify tax calculation accuracy High  Cross-check calculations against local tax tables, regulations, and validate with local tax advisors.
Test international payment processing Medium  Verify currency conversion accuracy, banking integration, payment timing, and delivery confirmation systems.
Validate reporting and filing outputs Medium  Ensure government reports are accurate, properly formatted, and meet local submission requirements.
Test employee self-service functions  Low  Verify portal access, payslip generation, data security, and user experience across different devices.



## **₽** Phase 7: Go-Live and Ongoing Monitoring

Ca Timeline: Continuous operations (Days 00.1)
Timeline: Continuous operations (Days 90+)
Execute first live payroll run High
Process payroll with enhanced monitoring, dedicated support team, and immediate issue resolution protocols.
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Monitor payment delivery and accuracy High
Track payment status in real-time, resolve delivery issues immediately, and maintain payment success metrics.
metrics.
Establish regular compliance review schedule Medium
Monthly/quarterly reviews of regulatory changes, system updates, and compliance status assessments.
Create contingency plans for compliance issues Medium  Procedures for handling government audits, penalty notices, system failures, and emergency situations.
Implement continuous improvement processes Low
Regular assessment and optimization of payroll processes, efficiency metrics, and user feedback integration.
integration.