

CFW Payday Checklist (payment through bank) – Example from BRCS Sri Lanka

Documents:

Attendance Registers for Monday to Thursday should have been given to accountant at the end of each day.

Ensure the Pay day attendance Register is given to accountant by 10am on Pay day.

Ensure when going to the project to handover the payroll slip, you have the payroll slip and the payroll register.

- Liaise with local banks to ensure processing is possible and likely time lags
- Before starting the project, explain to all participants about our plan to pay through bank and the benefits of it. Ask them to bring their bank books on the second morning and write their name and bank account number on a prepared sheet
- Offer to open bank accounts for individuals without them
- In case of two persons with the same name, include father's name to make sure you have got the right person's details.
- Talk to the branch manager about our plan to pay the wage through account and check with the bank register to ensure that all the account numbers of the participants that we have got are correct.

Organisation of the day:

In the morning:

- Ensure that the accountant has all the attendance sheets with correctly spelled names by 10 am.
- Once the direct deposit advice is ready, check all the names, the number of days worked and their bank account numbers.
- Handover the direct deposit advice to the bank branch as soon as it is finalized and duly signed.
- Collect the payroll slip from the account and check against the payroll register.

When the pay is ready to be given out:

- At the event of the first payment, explain the payment mechanism. Handover the payslip to the Supervisor and ask him/her to read out the list of participants one by one. Each person should come into the room separately. The Supervisor should explain the payroll sheet and that the participant should check his/her details, and sign by their name if s/he finds all information are correct. The Supervisor should check that the right person signs.
- The payslip for the following weeks can be handed over to the Supervisor and households will sign the payroll register at the event of receiving them.
- All should receive their payslip on this day. If anyone is absent, either a relative, verified by the village leader and Supervisor, can sign for the payslip, or a date agreed when the participant will be available to sign the payroll register.
- Spot checks should be carried out on bank books to check that payment is being received.

The signed payroll should be taken back to [organization] and given to accountant. A copy should be put in the project file and a copy given to the Supervisor to display in the community.

Source: BRCS / Sri Lanka Red Cross Cash for Work workbook