

CFW Payday checklist (direct payment) – Example from British Red Cross Sri Lanka

Documents:

- Attendance Registers for Monday to Thursday should have been given to Finance.
- Ensure the Pay day attendance Register is given to Finance by 10am on Pay day.
- Ensure when going to the project to make the payment, you have the cash, the payroll register and attendance registers for that week in case there is a need to check details.

Organisation of the day:

In the morning:

- Ensure the Supervisor knows that the pay will be given out and that he/she tells the workers the time and place to meet.
- Arrange with him a suitable room to be used for the payment with a table and chairs.
- Take the final Attendance Register to Finance by 10am, sign for the payment and travel back to the community.

When the pay is ready to be given out:

- Ask the Supervisor to read out the list of participants one by one. Each person should come in to the room separately. The Supervisor should explain the payroll sheet and that the participant should check his/her details, count their pay and sign by their name. The Supervisor should check that the right person signs.
- All should receive their pay on this day. If anyone is absent, either a relative, verified by the Grama Nilidari/ Sevaka and Supervisor, can sign for the pay, or a date agreed when the participant will be available to sign the payroll register.
- The signed payroll should be taken back to BRCS and given to Finance. A copy should be put in the project file.

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