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SOCIAL COMPLIANCE · PAYROLL EVIDENCE

Payroll Reconciliation Template

Month-by-month reconciliation of hours worked to hours paid, with an exception log the auditor can follow.

Version 1.0 Last updated: November 18, 2026

DISCLAIMER

A preparation worksheet, not an audit certificate or legal advice. SMETA scope, report validity and corrective-action requirements are set by Sedex, the appointed audit firm and your buyers. Confirm every field against your own compliance policy and the current official SMETA guidance before you rely on it.

SPEC-SMETA-01 · Version 1.0 · Works for 2-pillar and 4-pillar audits

How to Reconcile

1. Pull one month of timecards, attendance sheets and overtime approvals, filed by worker ID.
2. Pull the same month of wage slips, bank transfers or signed cash acknowledgements.
3. Compare hours worked with hours paid worker by worker, then record every variance in hours.
4. Compare gross pay with the wage slip and with the social-insurance contribution record.
5. Explain every manual edit, missing signature and off-ledger payment in the exception log.
6. Sign off each month before the auditor arrives, not during the visit.

Site and Period

FIELD	ENTRY
Site legal name	
Sedex site ID	
Production address	
Audit scope (2-pillar / 4-pillar)	
Reconciliation period	
Headcount at period end	
Currency	
Prepared by / date	
Reviewed by / date	

Monthly Reconciliation Sheet

Hours are monthly totals across the whole site. Leave the variance column blank only when it is zero.

MONTH	HEAD-COUNT	TIMECARD H	PAID H	VARIANCE H	OT H	GROSS WAGES	EXCEPTION REFS

Pay and Statutory Records

MONTH	GROSS PAID	BANK / CASH TOTAL	VARIANCE	SOCIAL INSURANCE	LEAVE RECORDS	NOTES

MONTH	GROSS PAID	BANK / CASH TOTAL	VARIANCE	SOCIAL INSURANCE	LEAVE RECORDS	NOTES

Exception Log

One line per finding. The auditor will ask why the record changed and who approved it.

REF	WORKER ID	FINDING	ROOT CAUSE	CORRECTION	EVIDENCE	CLOSED

A 500-worker factory generates at least 3,000 payroll records a month across six document types. Auditors spot-check 20 to 30. The exception log is what turns a spot-check into a conversation you control.

Before the Audit

- □ Timecards, attendance and OT approvals exist for every month in scope.
- □ Every worker on the roster has a wage slip and a pay record.
- □ Manual edits carry a name, a date and a reason.
- □ Social-insurance records match the headcount.
- □ Leave records match the days absent from the timecards.

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Prove the hours, not the intention.

Send your audit scope and period — the record list and reconciliation sequence are returned within one business day.

CONTACT US

Website	www.lantaowork.com
Email	info@lantaowork.com
Office	Hangang Sci & Tech Industrial Park, Jintan Road, Dongxihu District, Wuhan, Hubei, China

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