

Shift-Based Payroll Workflow Health Check

Tick what applies to your shift-based clients today.

1 Capturing accurate time

- ☐ Hours are manually entered or transferred into payroll
- ☐ Recorded hours need regular checking against hours worked
- ☐ Employees or managers need chasing before timesheets are complete
- ☐ Different work types or pay rates require manual adjustments

2 Overtime, allowances & pay rates

- ☐ Overtime or allowances are manually calculated
- ☐ Different rates need to be checked or applied manually
- ☐ Changes to shifts or hours can create payroll corrections

3 Leave & public holidays

- ☐ Variable work patterns require additional leave checking
- ☐ Public holidays require manual investigation
- ☐ Otherwise Working Days need to be checked against timesheet history
- ☐ You need to investigate how leave or public holiday calculations were reached

4 Approvals & payroll prep

- ☐ Managers need chasing to review or approve time
- ☐ Payroll information comes from multiple systems or sources
- ☐ Corrections are still being made after payroll preparation has started

5 Visibility & reporting

- ☐ It's difficult to quickly identify unusual time or pay entries
- ☐ You rely heavily on your knowledge of the client to know what "looks right"
- ☐ Reporting on hours, labour costs or payroll data requires manual work

Your results

Your score — how many did you tick?

0–4

Running smoothly

5–9

Some room to improve

10–15

Time for a workflow rethink

A higher score doesn't mean the payroll is wrong. It highlights where there may be unnecessary manual work, checking or chasing.

Where's the biggest opportunity?

☐

Time capture

☐

Rates & allowances

☐

Leave & public holidays

☐

Approvals

☐

Reconciliation

☐

Reporting

From Clock-In to Payday

Accurate hours. Confident payroll.

Droppah + PayHero make shift-based payroll **simpler from clock-in to payday.**

Want to explore the workflow for your clients? [Contact our Partnership Team](#)

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