

# SOP Template

*The full standard operating procedure structure, filled in for a monthly payroll run.*

## HOW TO USE THIS TEMPLATE

Every field below is completed for a worked example — a monthly payroll run — so you can see the finished shape before you start. Replace each value with your own to build your SOP.

## 1. Title / SOP Name

The procedure's name and a unique SOP number or ID.

|                  |                     |
|------------------|---------------------|
| Title / SOP Name | Monthly Payroll Run |
|------------------|---------------------|

|                 |         |
|-----------------|---------|
| SOP number / ID | FIN-014 |
|-----------------|---------|

## 2. Document Control

Author, version number, effective date, and approver — usually a small table at the top.

| AUTHOR   | VERSION | EFFECTIVE DATE | APPROVER   |
|----------|---------|----------------|------------|
| Dev Shah | 2.1     | March 1, 2026  | Priya Nair |

## 3. Purpose / Goal

One or two sentences on why the procedure exists and what it achieves.

Run monthly payroll accurately and pay every employee by the 28th.

## 4. Scope

Where the SOP applies and where it does not, plus who it covers.

US salaried and hourly staff. Excludes contractors, who are paid through the invoicing process.

## 5. Definitions

Terms, acronyms, and abbreviations the reader needs.

**PTO** Paid time off.

**Cutoff** The last day hours are accepted for the cycle.

## 6. Roles and Responsibilities

Who owns the procedure and who performs each part.

| ROLE            | RESPONSIBILITY                  |
|-----------------|---------------------------------|
| Payroll analyst | Runs the cycle.                 |
| Finance manager | Reviews and approves.           |
| HR              | Confirms new hires and leavers. |

## 7. Materials / Tools and Resources

Equipment, systems, or inputs required before starting.

- Payroll platform login
- Approved timesheet export
- Current benefits deductions file

## 8. Procedure

The numbered, step-by-step instructions — the core of the SOP.

- ☐ **Step 1:** Pull the approved hours export on the 24th.
- ☐ **Step 2:** Reconcile new hires and leavers against the HR list.
- ☐ **Step 3:** Enter deductions and confirm net pay totals.
- ☐ **Step 4:** Submit for finance approval, then release payment on the 28th.

## 9. References and Related Documents

Linked policies, forms, and related SOPs.

- Expense Reimbursement SOP
- Benefits Enrollment Policy

## 10. Revision History

A change log of edits, dates, and reasons.

| VERSION | DATE         | AUTHOR   | CHANGE                               |
|---------|--------------|----------|--------------------------------------|
| 2.1     | Feb 20, 2026 | Dev Shah | Added contractor exclusion to Scope. |

## 11. Approval Signatures

Sign-off from the owner and approver.

| SIGNATORY | NAME       | DATE         |
|-----------|------------|--------------|
| Owner     | Dev Shah   | Feb 21, 2026 |
| Approver  | Priya Nair | Feb 22, 2026 |

