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Changing lives.

# Managers' end of month checklist

Please make sure you complete these tasks each month to ensure colleagues are paid correctly, our policies are being followed, and our budgets are controlled. If you are not able to complete this checklist by the payroll cut off dates, it is your responsibility to let your line report know that their pay will not reflect the changes they expect.

## Payroll cut off

You will need to complete these tasks before the payroll cut off dates each month. [For a list of the dates, please visit Inside Barnardo's.](#)

## Colleague changes

- Have any of your colleagues passed probation this month? [Fill in this form to confirm them in post](#)
- Have any of your colleagues changed positions this month? [Fill in this form to change their position on Dynamics 365](#)
- Have any of your colleagues left a role this month, but still have another role at Barnardo's? [Fill in this form to terminate their position](#)
- Have any of your colleagues left Barnardo's this month? [Make sure you update their record on Dynamics 365](#)

## Colleague absences

- Have any of your colleagues been off sick this month? [Make sure you record their sickness on Dynamics 365](#)
- Have any of your colleagues returned to work after being off sick this month? [Make sure you update their sickness absence on Dynamics 365](#)

## Timesheets and expenses

- Have any of your colleagues submitted a timesheet this month? [Approve the timesheet](#)
- Have any of your colleagues submitted expenses this month? Check that they are in line with [our policy](#) and [approve/decline as appropriate](#)

## More information

Find more guidance for Managers on the Business Services Hub. You can use the [Manager's folder](#) or [raise a ticket](#).