PAYROLL RUN VERSIONS / 01

ANCHOR THE REVIEW TO ONE VERSION

Use neutral labels and private-record references only. This page is not a review, approval or payroll record.

A helpful preparation resource from PickYourPro.ai. Fill in digitally or print. Keep your completed copy private.

Run label / preview label / provider's version reference / received date

Review role / version sent for review / separate handoff reference

Question label / exact preview version / neutral issue category, not payroll data

Reply reference / question addressed / what remains unanswered

Actual approval record reference, if any / exact version stated / unclear points

Provider acknowledgement reference / version named / do not infer processing

Preparation only. Not payroll, tax, accounting, employment or legal advice; no accuracy check or processing approval. Keep employee records, amounts, identifiers and credentials out.

PAYROLL RUN VERSIONS / 02

CONNECT A REPLACEMENT TO ITS HISTORY

One replacement per copy. Preserve earlier references; ask about new review rather than treating an old approval as current.

Run label / earlier preview reference / replacement preview reference

Provider-stated change summary / question reference / no employee data or amounts

Earlier version described as superseded? / by whom / confirmation reference

Review role for replacement / outstanding question references / reply awaited

Separate approval evidence for this version, if any / unresolved version mismatch

Provider acknowledgement / version named / next contact and open question

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PAYROLL RUN VERSIONS / 03

CHECK THE VERSION TRAIL

Tick what is organized, not what is accurate or approved. Keep the actual payroll process separate.

- [ ] Neutral labels replace employee information and pay figures
- [ ] Each preview retains its own version reference
- [ ] Each review question names the preview it concerns
- [ ] Earlier and replacement references are linked
- [ ] Superseded status is stated by a contact, not assumed
- [ ] Actual approval evidence stays separate from these notes
- [ ] Acknowledgement is not treated as processing confirmation
- [ ] No checkbox or note is used to authorize a payroll run

Run and version labels still ambiguous / contact asked to clarify

Questions reopened or still unanswered after a replacement / response references

Approval or acknowledgement references that do not name a version / follow-up

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PAYROLL RUN VERSIONS / 04

QUESTIONS ABOUT REVIEW AND REPLACEMENT

Ask the provider to explain the proposed process. Original decisions and evidence belong in your private workflow.

Versions: how will both sides identify the exact preview under discussion?

Review: which role receives it, and how are unanswered questions kept visible?

Replacement: how is the earlier version linked and identified as superseded?

Approval: where is the actual record and which version does it name?

Later change: who clarifies the next review step after a change?

Acknowledgement: how is receipt separated from approval and processing status?

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PAYROLL RUN VERSIONS / 05

COMPARE THE SAME VERSION SCENARIO

Ask Providers A and B how they would handle an initial preview followed by a replacement with an open question.

Provider A / B / proposal references / same neutral run-version scenario

Preview identifiers, review roles and open-question visibility - A / B

Replacement history, superseded labels and approval-evidence links - A / B

Acknowledgements, escalation, support, exclusions and written terms - A / B

READY TO HEAR FROM PROS?

If you choose, create an account on PickYourPro.ai and start a Payroll request. Describe your preview-version, review and acknowledgement needs so participating pros can compete with proposals. Compare the proposed process, responsibility boundaries, support and terms. Keep employee records and payroll figures in approved private channels.

One request. Every pro's best offer.

Start a request

Participation varies. A private workflow and version-review discussion may be needed before a final proposal.

Planning guide: https://www.pickyourpro.ai/services/payroll/outsourced-administration

IRS: Outsourcing Payroll Duties (official reference)

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