

Payroll Action Plan

Report Ref.	Recommendations	Risk Assess H/M/L	Agreed	Comments	Responsibility for Action	Target Date
2.	All Payroll information received is registered.					
2.1a	The HR & Performance Manager has agreed to ensure that all authorised Payroll forms are held securely with access limited to Payroll staff only.	Medium	✓	Storage for payroll forms is now a locked cabinet with only payroll staff having access to keys.	Payroll Officer	Completed April 2008