



The Electrical Contractor's Payroll Friday Checklist

Make sure payroll clears—without stress, guessing, or last-minute scrambling.

INSTRUCTIONS

1. Print this checklist or keep it handy on your phone every Thursday.
2. Run through each item before the end of the day to confirm payroll will clear Friday.
3. If something looks tight, use the actions in the checklist to fix cash flow before it's too late.

PAYROLL FRIDAY CHECKLIST

- ✓ **Check Current Balance**
Write down your business checking account balance today.
- ✓ **Check Credit Line / Card Float**
Confirm availability in case you need a short-term buffer.
- ✓ **Confirm Payroll Amount Due**
Total gross pay, taxes, and benefits for this pay period.
- ✓ **Verify Upcoming Large Expenses**
Truck payment, insurance, or equipment—make sure they won't collide with payroll.
- ✓ **Review AR (Receivables) Due This Week**
List invoices that should be paid—call or text to confirm payment is coming.
- ✓ **Calculate Cushion**
Formula: Balance + Confirmed Cash In - Payroll - Must-Pay Bills.
- ✓ **Collect Deposits on Open Jobs**
If you've started work, request progress payments or milestone draws today.
- ✓ **Green/Yellow/Red Status**
Green: Cushion = 2x payroll.
Yellow: Cushion < 2x payroll but positive.
Red: Cushion negative—take action immediately (collections, vendor push, credit line).
- ✓ **Push Vendor Payments (If Needed)**
Call suppliers to move non-urgent bills back one week.
- ✓ **Lock It In**
Transfer, collect, or cut checks as needed so payroll clears smoothly Friday morning.

WHY IT'S IMPORTANT

Payroll is the one bill you can't afford to miss. Falling short crushes morale, drives away A-players, and damages trust.

This checklist gives you a 10-minute system every week to guarantee payroll clears—without panic, sleepless nights, or surprises.

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