

THE ULTIMATE MALTA HR & PAYROLL CHECKLIST: DAILY, MONTHLY AND ANNUAL TASKS

Your Step-by-Step Guide to Mastering Compliance and Identifying Your Biggest Automation Opportunities

As an HR and payroll professional in Malta, your day is a mix of critical compliance deadlines, strategic planning, and a constant stream of administrative tasks. From Jobsplus submissions to monthly FS5 reconciliations, staying on top of everything is a significant challenge.

This checklist provides a clear, comprehensive view of every responsibility you have, from daily hiring forms to the annual FS7 submission.

More than just a list, it's a diagnostic tool.

As you work through the tasks, pay close attention to those marked with our logo . These are the manual, repetitive, and time-consuming processes that are ideal for automation. These marked tasks can be streamlined or fully automated with Talexio HR software.

This checklist will help you quantify how much of your valuable time is spent on admin, building a strong business case for a more efficient way of working.



DAILY TASKS

- Review and process employee absence requests  ☐
- Check for any urgent HR-related emails or messages ☐
- Update employee attendance records  ☐
- Address any immediate employee concerns or questions ☐
- Submit the Jobsplus Engagement Form before a new hire starts and the Termination Form within the legal timeframe  ☐

WEEKLY TASKS

- Review and approve digital timesheets  ☐
- Update job postings and review applications ☐
- Schedule interviews for open positions ☐
- Manage new hire onboarding with structured workflows  ☐
- Update employee records with any changes (address, bank details, etc.)  ☐
- Check for any policy updates or compliance changes from DIER (Department for Industrial and Employment Relations) ☐
- Track probation periods with automated reminders  ☐
- Check updates to applicable Wage Regulation Orders (WROs), as these set minimum pay, hours, and benefits for specific sectors beyond the general legal requirements ☐

MONTHLY TASKS

- Process monthly payroll: Calculate gross pay, overtime, allowances, and deductions  ☐
- Calculate statutory deductions: Accurately calculate FSS Tax, employee and employer Social Security Contributions (SSC), and Maternity Fund Contributions for each employee  ☐
- Prepare and submit the monthly FS5 form and associated payment to the Commissioner for Revenue (CfR) by the last working day of the following month  ☐
- Generate and distribute legally compliant employee payslips  ☐
- Manage and update employee benefits enrollments  ☐
- Conduct performance check-ins (if scheduled)  ☐
- Review and update job descriptions ☐
- Generate automated reports on turnover and retention metrics  ☐
- Plan and schedule team-building activities ☐
- Review and update employee handbooks or policies ☐
- Prepare monthly HR reports for management (e.g., headcount, turnover, recruitment activity)  ☐
- Ensure a signed contract or a detailed statement of conditions is provided to employees within 7 calendar days of their start date, as required by Maltese law  ☐
- Conduct a monthly check on work permit expiries for any Third-Country National (TCN) employees and begin renewal processes with Identity Malta where necessary  ☐

QUARTERLY RESPONSIBILITIES

- Calculate and process statutory bonuses (March, June, September, December) as required by law  ☐
- Conduct quarterly performance reviews  ☐
- Review compensation and benefits packages against market rates and WROs ☐
- Plan and execute quarterly training sessions (consider programs and funding schemes offered by Jobsplus) ☐
- Analyse HR budget and adjust as necessary ☐
- Review and update succession plans ☐
- Conduct stay interviews with key employee ☐
- Conduct a quarterly Health & Safety audit/review, ensuring compliance with the Occupational Health and Safety Authority (OHSA) Act ☐

ANNUAL TASKS

- Prepare and submit the annual FS7 (Annual Reconciliation Statement) to the CfR by the 15th of February of the following year  ☐
- Prepare and distribute annual FS3 forms to all employees by the 15th of February  ☐
- Manage the full cycle of annual performance reviews  ☐

Set and track company-wide goals and objectives 

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Review and update all HR policies and procedures to reflect any legislative changes from the past year

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Plan and execute annual employee engagement survey

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Conduct salary reviews and adjustments

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Prepare annual HR budget

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Review and update job descriptions company-wide

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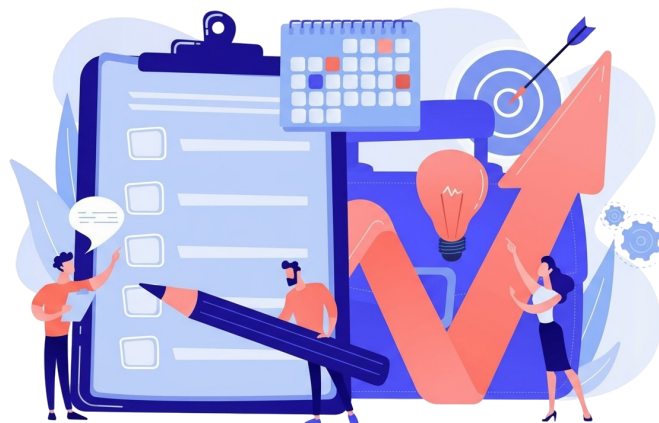
Plan annual company events

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Check annual leave balances: statutory minimum is 208 hours for a 40-hour week (equivalent to 26 days). Manage carry-over rules as per company policy and WROs 

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Perform an annual audit of employee files to ensure all required documentation (contracts, permits, policy acknowledgements) is present and up-to-date for DIER and GDPR compliance 

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From Manual Work to Automated Workflow with Talexio

Having reviewed the checklist, you can now see where your time is really going. The combination of HR admin and complex payroll calculations creates a significant burden. Talexio is built specifically for the Maltese market to automate this entire workflow.

Your Biggest Time Savers With Core Talexio Features

Core Payroll Automation

- **Fully Automated Calculations:** Talexio automatically calculates FSS tax, Social Security (SSC), and Maternity Fund contributions with built-in, always-updated Maltese payroll regulations.
- **Statutory Bonuses & Overtime:** Automatically calculates and adds all statutory bonuses, overtime based on WROs, and other allowances.
- **Government Form Generation:** Generates electronic FS5, FS7, and FS3 files ready for submission to the CfR, eliminating manual data entry and risk of errors.
- **SEPA & Payslips:** Creates SEPA payment files for direct bank transfers and automatically generates secure, legally compliant payslips accessible to employees via a self-service portal.

Core HR Automation

- **Absence Management:** With Talexio, employees request time off via a self-service portal. You approve with one click. Balances are always accurate and visible.
- **Time & Attendance:** Digital timesheets and clocking devices that integrate seamlessly with the payroll module.
- **Centralised Employee Data:** One secure, GDPR-compliant source for all employee information, documents (including permits), and history.
- **Performance Management:** Schedule reviews, set goals, and manage feedback in a structured, transparent system.
- **Onboarding & Offboarding:** Ensure a consistent, professional experience for every employee with automated task lists and workflows.

Your Efficiency Boosters Assisted by Talexio

- **Recruitment:** Track applicants and manage your hiring pipeline.
- **HR Reporting:** Instantly generate the payroll and HR reports management needs, without spending hours compiling data.

How to Use This Checklist

Prioritise: Focus on what matters. Highlight each task using these priority codes (● Critical, ● High, ● Normal) to tackle urgent Maltese compliance deadlines like Jobsplus submissions and FS5 payments first.

Schedule: Be proactive. Block dedicated time in your calendar for all critical and high priority tasks, to avoid last-minute stress.

Automate: Pinpoint your biggest time-sinks. Every task marked with our logo  is a process Talexio is built to automate, freeing you up for more strategic work.

Review & Delegate: Continuously improve. Regularly assess your workflow and delegate tasks where possible to maximize your impact.

Remember, the goal is to streamline your workflow, not to create additional stress. Use this checklist as a flexible guide to help you stay organised and focused on what matters most in your HR role.

Want to Learn More About Talexio?

Scan this code to learn how Talexio turns repetitive HR and payroll tasks into smooth, automated workflows.

You can also book a quick demo to see it in action.

