

Payroll Setup Checklist

COMPANY SETUP OPTIONS

401k Match & 401k Agency Info

- All earnings are included in the match calculation
- The earnings listed below should not be included:

- 401k funds should be tied to an agency check to:

Time Off Accruals

Please attach a copy of each time off policy to be tracked in the system. The policy should include:

- Frequency of accrual (per hour, pay period, etc)
- Rate of accrual
- Balance maximum or carryover amount
- Does balance clear? If so, when?
- Is there a probation period?
- If hours-based, what earnings are used for the calc?

Do you want the employees stubs to show their available time off balances? Yes No

Agency Checks / Vendor Checks

Please attach a listing of each agency/vendor check that you would like created with payroll (for child supports, garnishments, insurance payments, etc). Be sure to include the name and address of the recipient and if it is to be paid electronically, the routing and account numbers for the receiving bank account. *(FIPS code will be needed for electronic child support payments)*

Deduction Codes

Please attach a listing of each deduction code that you will need to process payroll. Please include the code, a description of the code, and whether it has any special calculation such as 125 or 401k. *(A prior register or report is acceptable if special calcs are clearly marked)*

Departments

Please attach a listing of each level of cost center (branch, division, department, etc) and the applicable codes for each level. *(A prior register or report is acceptable if codes are clearly marked)*

Earning Codes

Please attach a listing of each earning code that you will need to process payroll. Please include the code, a description of the code, and whether it has any special calculation such as GTL, 401k match, or memo only. *(A prior register or report is acceptable if special calcs are clearly marked)*

General Ledger

Please attach a copy of your Chart of Accounts and include:

- Account numbers
- Description (DET code) that goes in each account
- Whether the amount should be a debit or credit entry

Job Codes

If you plan on allocating wages by Job, please supply a listing of each code to be set up. If Certified Jobs are used, be sure to include address of the job site as it needs to appear on the Certified Payroll report.

Workers Compensation Codes

Please attach a listing of each Workers Compensation code you will need set up for placement in Employee Setup. Be sure to include:

- WC code and descriptions
- Rates for each code by state (if you would like the system to calculate the amounts for you each payroll)

EMPLOYEE SETUP INFORMATION

Please attach a listing of each employee with the following info included (but not limited to):

- All demographic info to include name, address, SSN, birth and hire dates, etc
- Pay rate information
- Tax status/exemptions
- Department
- Accrual balances
- Direct deposit info

PAY HISTORY

- Prior payroll history for the current year with a QTD register for each prior quarter (if applicable) and register for each current quarter payroll
- Prior quarter tax returns or report showing filings and deposits from those quarters