pinkpayroll

Payroll Setup Checklist

GOOD PAYROLL STARTS LONG BEFORE PAYDAY.

1. Gather your business information ☐

Have your legal business name, EIN, business address, and entity information ready.

2. Set up required payroll tax accounts ☐

Confirm federal, state, and applicable local payroll tax accounts are established. In CA that is the EDD and the Franchise Tax Board.

3. Determine your payroll schedule ☐

Choose how often employees will be paid and establish regular pay periods and pay dates.

4. Gather and verify employee payroll information ☐

Make sure tax forms (W-4 and DE-4 for CA), personal information, pay rates, and worker classifications are complete and correct.

5. Set up payroll tax withholding ☐

Make sure federal, state, and applicable local payroll taxes are configured correctly.

6. Set up pay types, also called earning codes ☐

These can include Regular, Overtime, Sick, Vacation, PTO, Reimbursement, etc.

7. Set up deductions and benefits ☐

Add any insurance, retirement, garnishments, or other deductions that apply. Apply Workers' Comp codes in payroll if desired.

8. Set up employee payment methods ☐

Confirm how employees will be paid and collect direct deposit information or have employees enter it online.

9. Set up timekeeping and PTO ☐

Decide how employee hours, overtime, sick leave, vacation, and other paid time will be tracked.

10. Review payroll setup before going live ☐

Verify employee pay, deductions, taxes, and payment information before processing the first payroll.

SET UP FOR SUCCESS:

Accurate employee information, properly configured taxes, and a smoother first payroll.

Contact us at pinkpayroll.com/quote to get started or get more info