

Payroll Do's and Don'ts

DO:

- Remember that holidays and weekends affect the deadline by which payroll needs to be run. Log in to your payroll processor to verify the date ahead of time.
- Let us know when you hire new employees.
- Start the setup process for an out-of-state employee at least two or three weeks before running their first payroll, because you will need to register with that state's agencies in order to do so.
- Make sure remote employees let you know immediately if they plan to move out of state.
- Let us help you set up deductions, contributions, or special compensation.
- Let us know immediately if you receive garnishment or tax agency paperwork.
- Send us your employee handbook and give us updated copies whenever policies change.

DON'T:

- Run any type of employee compensation outside of payroll—this includes bonuses, stipends, and relocation assistance for new employees.
- Misclassify employees as contractors—there are [federal](#) and [state](#) guidelines that determine whether an individual's work should be classified as an employment relationship.
- Hesitate to reach out to us with questions.