BudgetEngine™ Implementation Checklist

A **APPCOMPUTING**

The initial setup of BudgetEngine needs the following data.

Department Listing

Department Code and Name

Chart of Account for Budgeting and Financial Reporting

Chart of Account Number and Name

BudgetEngine Chart of Accounts don't have to be the same as accounting Chart of Account, and usually less detailed.

Employer Payroll Tax Rates

Social Security Tax, 6.2%,

> up to max $118.500 payroll amount in 2016
> up to max $127,200 payroll amount in 2017

Medicare Tax, 1.45%, no max

FUTA, usually 0.8%, max $7,000 payroll amount

SUTA/SUI, usually 6.2% in CA, max $7,000 payroll amount

Other Employer Taxes (if any)

Work Location

Each Work Location and its applicable Payroll Tax

PTO/Vacation Policy

Each policy details

Workers' Compensation Insurance

Each workers' compensation insurance policy codes and rates

Employee Census

Name

Hire Date

Department

Title

Work Location

Base Salary and Salary change history

Bonus/Commission (if any)

Benefits Cost paid by employer

PTO/Vacation hour balance

Worker's Compensation Code assigned

Cost sharing (if any)

Checklist:

- ✓ *Department*

- ✓ *Chart of Account*

- ✓ *Payroll Tax Rates*

- ✓ *Work Location*

- ✓ *PTO/Vacation*

- ✓ *Workers' Compensation*

- ✓ *Employee Census*