

# 2022 COMPENSATION AND BENEFITS SURVEY PAYROLL AND BUDGET REPORTING INSTRUCTIONS FOR MANUAL ENTRY

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**Important Note! Municipalities with Fiscal Year (July-June) budget cycles should wait until after July 1 to pull their reports.**

*Municipalities that provided data in 2020 or 2021 will receive a spreadsheet with their payroll data pre-filled so you can make 2022 updates. You will receive this in an email before the end of May 3, 2022*

## **PAYROLL INFORMATION**

A list of items for inputting your payroll data manually, are below. Use the spreadsheet template provided [here](#) or the prior year template you received on Tuesday, May 3, 2022. A sample sheet has also been provided for your reference. ***If you manually completed the survey in 2020 or 2021 and did not receive a spreadsheet containing your prior year data, please contact [hlaw@vlct.org](mailto:hlaw@vlct.org).***

## **BUDGET REPORTS**

For 2022, we are also looking for more detailed budget information. A budget summary, status, or overview report from your general ledger system with line items (such as you would publish in your town reports) for the current budget year. ***If you do not have an automated ledger system, there's a section in the digital survey for basic budget information.***

## **PAYROLL INFORMATION NEEDED**

- Employee Type (Regular FT Or PT Exempt, Seasonal PT/FT, Stipend, On Call)
- First Name & Last Name (This information is for crosschecking purposes only and will not be published or made publicly available)
- Position/Job Title
- Department/Job Function
- Hire Date
- Termination/Retirement/Resignation Date (If Applicable)
- Pay Cycle (weekly, bi-weekly, monthly, annual, etc.)
- Hours Per Pay Cycle
- Hourly Rate
- Prior (Calendar or Fiscal) Year Hours
- Contract Amount (if applicable)
- Gross Annual Pay Prior Year

## **REPORT INSTRUCTIONS**

- Once you have your payroll and budget information in Excel or csv formats, save it to your desktop or other file location with the name "2020 Pleasant Town CBS". You can also submit budget data in pdf format if necessary.
- Email reports to [hlaw@vlct.org](mailto:hlaw@vlct.org).