

2022 Non-NEMRC Payroll System Users: Payroll and Budget Reporting

Important Note! Respondents with Fiscal Year (July-June) Budget Cycles should wait until after July 1, 2022, to pull these reports.

PAYROLL REPORTS

Automated payroll system users may use the following list to capture and save their payroll and budget data. A template for capturing your data is located [here](#). If you do not have an Excel or CSV report with the information detailed below, you can copy and paste your payroll information into the template provided. Please review carefully before submission.

BUDGET REPORTS

For 2022, to save you some time and effort, we are asking survey respondents to pull a current budget overview/summary/detail report from your accounting system, in lieu of providing this information manually via the digital survey. **Check your system custom reports for details.**

Please contact hlaw@vlct.org to:

- Submit your reports
- Request access to your prior year payroll data to make updates
- Ask questions about the payroll and budget reports or get help with submission.

PAYROLL REPORT DATA REQUESTED

- **Employee Type** (Regular FT or PT Exempt, Seasonal PT/FT, Stipend, On Call)
- **First and Last Name** (Names will not be published or made available to the public – this is for cross-checking purposes only – example: staff with multiple positions)
- **Position/Job Title**
- **Department/Job Function**
- **Hire/Elected Date**
- **Termination/Retirement/Resignation Date** (If applicable)
- **Pay Cycle** (weekly, monthly, quarterly, annual)
- **Hours Per Pay Cycle**
- **Pay Rate** – Hourly, Salary, Stipend, etc.
- **Prior Year Total Hours**
- **Contract Amount** (If applicable)
- **Gross Annual Pay Prior Year**