

Standard Payroll Report Instructions

1. Review the [Sample Payroll Report](#).
2. Review the [Payroll Report Field Definitions](#)
3. In your payroll software, create a custom report using the [Sample Report](#) as your guide. Include every employee working at your club during the most recently completed calendar year.
4. Remove personal identifying information (i.e. employee name, social security number, phone, address). Please leave in Employee ID number and Date of Birth.
5. When you're finished creating your report, save a copy in Excel and visit www.clubbenchmarking.com/payroll-upload to send a copy to the Club Benchmarking Data Management Team for processing.

*****NOTE:** If your payroll software does not allow you to create your own custom report or you'd like to streamline the process, we recommend working with your payroll system provider to develop the template you need using the instructions below.

- [Streamlined Payroll Report Template Instructions](#)