

## Streamlined Payroll Report Creation for Prime Subscribers

These instructions will guide you through the process for having a custom report template added to your payroll account. Future submissions will be quick and easy once you've got that custom template installed in your system! If you have questions or need assistance, contact Club Benchmarking Compensation & Benefits Specialist Jessie Hershey at [jhershey@clubbenchmarking.com](mailto:jhershey@clubbenchmarking.com)

### Instructions:

1. Review the list of field titles on the mapping form. [Payroll Field Mapping Form](#)

NOTE: If you have assigned a unique field title for any field listed on the form, please provide that field's exact unique title or pay code in the third column on the form.

2. Send the **completed Mapping Form and this Instruction Form along with your payroll account number** to your assigned payroll service provider. Ask them to follow the instructions below.
3. Your payroll report writing team will create your custom report and add it to your payroll account. Your payroll representative should also follow-up with you to review your custom report and ensure the fields are reporting correctly.
4. To submit your report to Club Benchmarking, set the dates for the most recently completed calendar year, generate the report and save it as an excel file. Send the excel file to Club Benchmarking via the secure form at [www.clubbenchmarking.com/payroll-upload](http://www.clubbenchmarking.com/payroll-upload) or by email to [jhershey@clubbenchmarking.com](mailto:jhershey@clubbenchmarking.com)

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### Payroll Rep Instructions:

1. Ensure the Mapping Form is filled out correctly. Only custom field codes or pay codes need to be included on the Mapping Form.
2. Make sure this client is set up to have the Report Writer product.
3. Submit a request to the Report Writer team and instruct them to attach the Club Benchmarking report template to this client's account. Please attach the Mapping Form to the request so the Report Writer team can customize the Club Benchmarking report appropriately.
4. Communicate any status updates to the client.