

Instructions

Go to the "Set Up Employee Data" tab in green below and enter all employee information.

Go the "Employer Payroll Taxes" tab in yellow below and enter all employer tax information. If your nonprofit is a 501(c)(3), you will need to enter the 501(c)(3) information.

Go to the payroll tab (in purple) for the month you're running payroll and enter the names of the employees you are paying.

Review the "Year-to-Date Payroll" tab for analysis and to help create a pay stub.

Important Notes:

You will need to adjust the Social Security formula in the one or more of the "Payroll" tabs below (in purple) if any employee is over \$128,400.

You will need to adjust the Medicare formula in the one or more of the "Payroll" tabs below (in purple) if any employee is over \$200,000.

Don't delete terminated employees from the "Set Up Employee Data" tab until you are recreating the template for the next year.

Overwrite formulas for any deductions, pay rates, etc. (any inputs on the setup tab) that change mid-year in the new year.

Don't enter an employee's name more than once on the setup tab; If you have multiple employees with the same name, use a suffix like Jr, Sr, etc.

****See article on "How to Do Payroll in Excel" when trying to add or delete columns**

****All payroll tabs show 160 rows; This means you can pay 40 employees for 4 weeks in a month and still have enough room for a new employee.**



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1(c)(3) and exempt from FUTA, do not enter information in that section.
paying along with their hours worked (if they're hourly employees)

ny employees earn over \$168,600. **See article on "How to Do Payroll in Excel"

mployees earn over \$200,000. **See article on "How to Do Payroll in Excel"

or the next year

months prior to the change BEFORE changing in the "Set Up Employee Data" tab; **See article on "How to Do Pa

name, differentiate between them with middle initials, abbreviations, etc. (calculations will be incorrect if you

ough room; If you need extra, unhide the columns below; There are 527 rows available for you to use

If payroll is still taking too much time or if you've outgrown a spreadsheet, consider using a small business payroll software like Gusto. It automatically files new hire paperwork, calculates and files payroll taxes, generates year-end W-2s and 1099s, pays via direct deposit, and even helps employees choose and manage their benefits, all from one dashboard. Start a 1-month free trial today.

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nyroll in Excel"
don't follow this rule)