

Streamlined Payroll Report for Paychex Club Clients

Paychex has partnered with Club Benchmarking to streamline the compensation data submission process for Paychex client clubs. The instructions below will guide you through the process for having a custom report template added to your Paychex account. This solution works best if you are on the Paychex Preview or Flex Platforms. It may work for other Professional Employer Organization (PEO) platforms within the Paychex network depending on the custom reporting features of those platforms.

Instructions:

1. Review the list of field titles on the mapping form provided by Paychex. [GET MAPPING FORM](#)
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 Paychex account number** to your assigned Paychex service provider. Ask them to follow the instructions listed below.
3. The Paychex report writing team will create your custom report and add it to your Paychex account. A Paychex representative will 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 or by email to jhershey@clubbenchmarking.com

Paychex 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 (currently form OP0103) 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.