OTHER PROVIDERS

PREMIUM AUDIT – PAYROLL REPORT INSTRUCTIONS



Don't see your payroll provider? Handle your own payroll?

If you had employees on your payroll during your audit period, you'll need a payroll report to complete your audit. This report needs to show **wage information for each individual employee during your policy period**. The report should include gross wages and specific pay types such as overtime, severance, holiday pay, bonus pay, Section 125 benefits and any other ways you paid your employees. While we can't provide specific instructions on how to create a report, here are some suggestions:

- Use your payroll software's reporting features to generate a report
- Contact your payroll provider for assistance in creating or running the report
- Contact your accountant if they handle your payroll
- Create your own report with the required information if you keep your own payroll

20-EN-296100 © April 2020 The Hartford