

Fit Assessment Questionnaire

What are your reporting pains? A key to finding the information that your company needs to know.

Company Name:

Decision Maker:

Phone Number:

Email:

Industry:

Website:

Number of Work Locations:

Number of Employees:

Employee Communications

1. What % of your employees currently communicate with you via email?
2. Do your employees request reprints of W-2s? Yes No
3. Do your employees request copies of check stubs? Yes No
4. What employee information do your managers request most often?
5. How long does it take for you to produce payroll and HR reports?
6. How often do you distribute reports?
7. What method of report distribution do you use?
8. What security measures do you have in place with respect to emailing reports and spreadsheets containing sensitive data?

Payroll Reports:

9. Do you use payroll reports that include multiple pay periods? Yes No
10. Can you easily locate the reports you need? Yes No
11. Do you use certain dates and/or events to trigger reports? Yes No
12. Do you have access to employee turnover reports? Yes No
13. Do you and your employees need access to paid leave accruals? Yes No
14. How do you access payroll and personnel data?
15. What method are you currently using to spot data trends?

Payroll Processing:

16. How do you currently submit payroll hours?
17. Do you special payroll needs? departmental certified
18. What is your process for collecting and tracking new-hire information?

Miscellaneous:

19. How do you handle employee status changes?
20. How do you get information to your third party vendors (i.e., 401(k), benefits, tax reporting)?
21. Do you need a way to import payroll data into your general ledger? Yes No