

# How to Do Florida Payroll Checklist

## 1. Collect Employee Data.

Gather:

- Tax withholding (W-4)
- Employment verification (I-9)
- Direct deposit form

Determine:

- Employee's employment status
- Pay rate & frequency

More information on [New Hire Checklist](#).

## 2. Track Hours Worked & Calculate Gross Pay

Gather:

- Hours worked per period
- Overtime and
- Meal and break times for hourly employees

Multiply:

- Pay Rate by hours worked for hourly employees

Overtime is paid at 1.5x hourly pay

Divide:

- Annual Salary by # of periods for salaried employees

More information on [Timekeeping](#) and [Break time laws](#).

## 3. Calculate Payroll Deductions

Subtract:

- Employee deductions from gross pay
- Remember there's NO state income tax!

Calculate & Pay From Your \$\$:

- Employer FICA Taxes
- FL Reemployment Insurance
- FUTA & SUTA
- Workers' Comp, if applicable

More information on [Payroll Taxes](#) or [Employee Benefits](#).



## 4. Provide Net Pay & Pay Employees

Pay Employees with:

Paper check or paystub,

Direct deposit, or

Pay card, and

Remember to fund your payroll account!

More information on [Paystubs](#) or [Business Checking Accounts](#).

## 5. Document & Store Payroll Records

Keep:

Timecards,

Pay stubs and

Any pay change information (raises or bonuses)

More information on [Payroll Record Retention](#).