

How to Do Payroll in Kansas

Use this downloadable checklist to help you stay on track!

✓	TASK
	<p>Step 1: Set up your business as an employer.</p> <p>To register your business for withholding and unemployment taxes in Kansas, you must have a Federal Employee Identification Number (EIN). Although it's not required, we also encourage you to enroll in the Electronic Federal Tax Payment System (EFTPS), making it easy to pay your federal taxes online or over the phone.</p> <ul style="list-style-type: none"><input type="checkbox"/> Applied for a Federal Employer Identification Number (EIN)<input type="checkbox"/> Enrolled in the Electronic Federal Tax Payment System (EFTPS)
	<p>Step 2: Register your business with Kansas.</p> <p>If your business is new, you need to register on the Secretary of State's Kansas Business Entity Formation website. Any company that pays employees in Kansas must register with the Kansas Department of Revenue. Kansas provides a Business One Stop website with information and links to help you move through the steps of registering your business in Kansas.</p> <ul style="list-style-type: none"><input type="checkbox"/> Register with Kansas Secretary of State<input type="checkbox"/> Register with Kansas Department of Revenue
	<p>Step 3: Create your payroll process.</p> <p>You'll need to decide how often you're planning to pay employees, if you need to track work hours, which payroll forms you need to collect and when, how you'll perform payroll calculations, and so forth. To do this, you have three options (check off which option you're electing to use for tracking purposes):</p> <ul style="list-style-type: none"><input type="checkbox"/> Do payroll yourself<input type="checkbox"/> Use Excel payroll templates<input type="checkbox"/> Sign up for a payroll service
	<p>Step 4: Collect employee payroll forms.</p> <p>The best time to collect payroll forms is during your new hire orientation. Required payroll forms for Kansas employees will include:</p>

	<input type="checkbox"/> Federal Form W-4 <input type="checkbox"/> Kansas Form K-4 <input type="checkbox"/> I-9 <input type="checkbox"/> Direct deposit authorization form
	<p>Step 5: Collect, review, and approve time sheets.</p> <p>You'll need to collect timesheets for all hourly employees and non-exempt salaried workers. To do this, you have three options to use (check off which option you're electing to use for tracking purposes):</p> <input type="checkbox"/> A paper timesheet <input type="checkbox"/> Free or low-cost time and attendance software <input type="checkbox"/> A payroll service that has a time and attendance system
	<p>Step 6: Calculate employee gross pay and taxes.</p> <input type="checkbox"/> Calculate Gross Pay <input type="checkbox"/> Calculate FICA, FUTA & Income Taxes to withhold/pay <input type="checkbox"/> Perform any other payroll calculations, i.e., for expense reimbursement
	<p>Step 7: Pay employee wages & benefits.</p> <input type="checkbox"/> Calculate net payroll, taxes, benefit withholdings <input type="checkbox"/> Decide to pay employees using check, paycard, direct deposit <input type="checkbox"/> Determine how to send payments for taxes, benefits, and other withholdings
	<p>Step 8: Document and store your payroll records.</p> <p>As with any business record, you want to make sure you have a copy for at least three years. Kansas law requires companies to keep the following information for at least three years:</p> <ul style="list-style-type: none"> • Each employee's name and job title • Each employee's rate of pay, pay frequency, and time records • Employee payroll records
	<p>Step 9: File payroll taxes with the federal and state government.</p> <input type="checkbox"/> Pay federal taxes—can be online using the EFTPS <input type="checkbox"/> Pay state taxes—can be online at the Kansas Department of Revenue website

Step 10: Complete year-end payroll tax reports.

- ☐ Distribute federal [Forms W-2](#) forms (for employees) by Jan 31
- ☐ File federal W-2 with IRS by Jan. 31; if you have <250 employees, you can file by Feb. 28
- ☐ Distribute Kansas state W-2 forms by Jan. 31
- ☐ File Kansas state W-2 forms with Kansas Dept. of Revenue electronically if you have >51 employees) by Jan 31
- ☐ Distribute [1099](#) forms (for contractors) by Jan. 31
- ☐ File 1099 form with IRS by March 1 if mailing or March 31 if submitting electronically