



CHECKLIST

Payroll and Accounting Hacks



With continued concerns around labor costs and supply, restaurants must do everything possible to recruit and retain staff while streamlining administrative work and labor expenses. The path to success has three major waypoints: The first is to implement systems to improve **payroll efficiency** for the back office and store-level managers. Second, those systems must be **integrated with accounting platforms** to boost the speed and accuracy of recording and reporting. The final step is **eliminating payroll administration busy work** and providing visibility so leaders can control labor costs to power profits and intelligent growth.

The steps in this checklist are the foundation for a scalable payroll and accounting system that will help your restaurant company efficiently manage staff in any situation while preparing for sustainable growth.



1. Formalize Daily Tasks

Accounting, restaurant, and payroll managers must have daily checklists that keep them on all same page to streamline new hire onboarding and manage labor costs.

- ☐ Alert payroll on new hires & complete associated paperwork
- ☐ Check all employee time punches and validate positions
- ☐ Ensure daily labor is accurate
- ☐ Map new job titles to the appropriate GL account

2. Offer Employees Modern Payroll

The days of cutting checks are gone, and they must not come back. Today's workers demand to be paid on their terms, and payroll must be automated and digitized to reduce costs and eliminate errors.

- ☐ Offer employees pay after each shift and a variety of compensation methods, such as pay cards
- ☐ Digitize and automate the process, lightening the lift for store and payroll managers
- ☐ Offer employees digital access to their pay information

3. Implement Tech Across Payroll

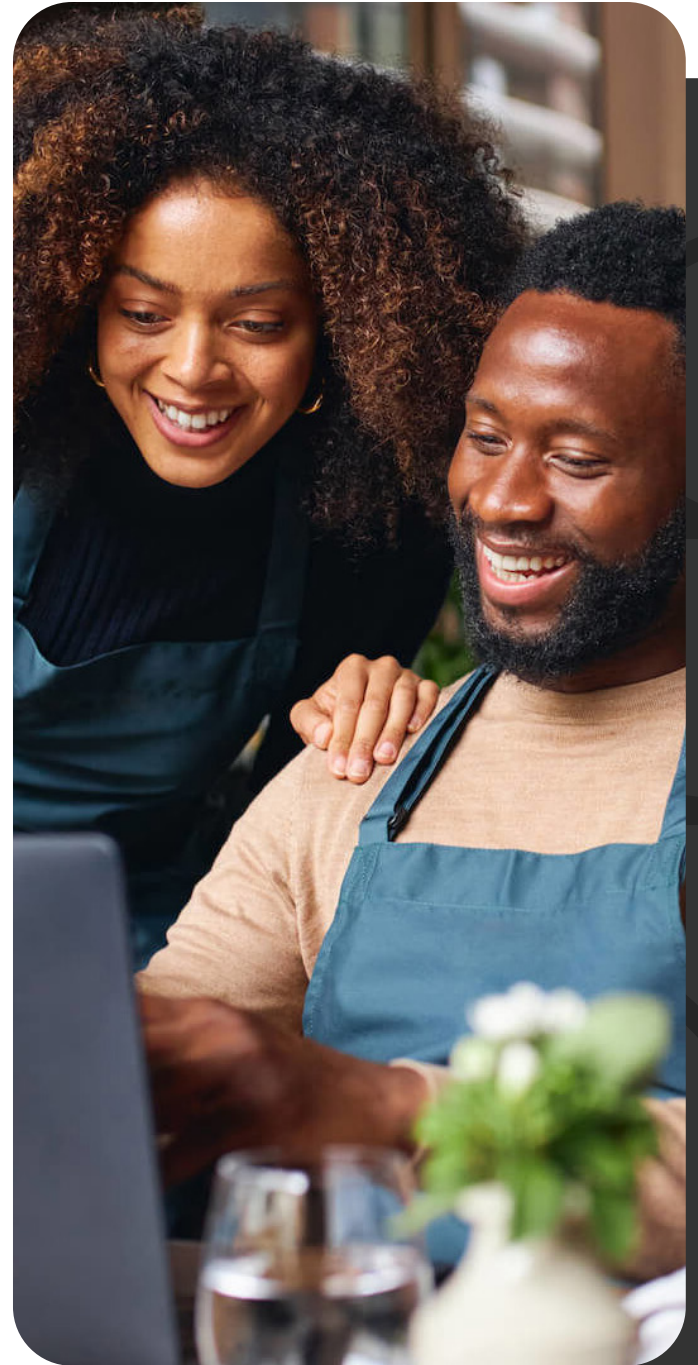
Payroll is complicated. Ask yourself how many steps and processes outside of payroll are needed to actually process payroll.

- ☐ Implement a restaurant-specific solution that automates many of those processes
- ☐ Ensure seamless accounting to allow for flexibility and scalability

4. Review, Analyze & Pivot

How strategically do you manage staffing? Are you forecasting & budgeting staffing needs? Can you confidently adjust on the fly?

- ☐ Implement dynamic scheduling tools
- ☐ Use reports to keep employee punches honest to guide future schedules and forecasts
- ☐ Use real-time reporting to lineup sales and staffing to further refine labor costs





5. Get Restaurant Specific

Restaurants have unique needs, pain points, and ways of operating and administration that generic payroll and accounting software often fails to fulfill. Be sure you have the following:

- ☐ **State-by-state regulation monitoring**
- ☐ **A streamlined hiring solution**
- ☐ **A solution for tip management and hourly minimum requirements**

6. Combined Payroll & Accounting

Spending time transferring and auditing data between payroll and accounting systems is inefficient and sets the table for errors. With an integrated system, your restaurant company should be able to:

- ☐ **Eliminate manual imports and data entry**
- ☐ **Automate labor accrual journal entries**
- ☐ **Easily ensure and audit compliance with all regulations**

7. Speed Up New Hire Onboarding

Given the pace of the restaurant industry, ensuring a new hire is properly onboarded from an administrative perspective isn't guaranteed. Oversight could affect payroll, employee experience, and retention.

- ☐ Provide employees tools to self-service onboard
- ☐ Ensure all onboarding documents are automatically routed to payroll and HR
- ☐ A solution for tip management and hourly minimum requirements

8. Maximize Tax Credits

With labor costs continually climbing, you don't want to leave a single dollar behind. The IRS estimates you are eligible for a tax credit for one and every five to seven people you hire. Check for:

- ☐ Employee Retention Tax Credit
- ☐ Work Opportunity Tax Credit
- ☐ Federal Insurance Contributions Act
- ☐ Automate tax credit applications through electronic onboarding





9. Ensure Compliance

With many restaurant groups operating in multiple jurisdictions, and the constantly changing pace of regulation even within the same jurisdiction, it can be too late when you realize you need to understand a particular rule set.

- ☐ Engage and implement a broad compliance monitoring system
- ☐ Ensure all staff and managers are trained to meet all requirements
- ☐ Conduct annual compliance reviews to ensure sufficient procedures

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