

Sample Reports

You can view payroll reports at any time. (All reports in this document are based on make-believe payrolls in sample accounts).

Employee Reports

Payroll Summary

Click any blue link to see the details behind the numbers. For example, click any date in the Payroll Summary report to see the individual paystub.

Payroll Summary for Long Consulting

Range: or to

| Date | Name | Net Amt | Hours | Taxes Withheld | Total Deductions | Total Pay | Employer Taxes | Total Cost | Check Num |
|----------------------------|---------------|----------------|---------------|----------------|------------------|----------------|----------------|----------------|-----------|
| 06/04/2004 | Michael Lin | 1686.48 | 80.00 | 603.46 | 1017.75 | 3307.69 | 0.00 | 3307.69 | |
| 06/04/2004 | John Monson | 2333.19 | 80.00 | 656.81 | 10.00 | 3000.00 | 229.50 | 3229.50 | |
| 06/04/2004 | Karen White | 358.49 | 40.00 | -28.49 | 150.00 | 480.00 | 0.00 | 480.00 | |
| | Totals | 4378.16 | 200.00 | 1231.78 | 1177.75 | 6787.69 | 229.50 | 7017.19 | |

Checks in bold have been created but not approved.

[Printer-friendly Version](#) [View in Excel](#)

To print a report, click this link and then click your browser's printer icon.

Click this link to view and manipulate a report in Excel.

| A1 = Payroll Summary for Long Consulting | | | | | | | | | | |
|--|--|---------------|----------------|--------------|-----------------------|-------------------------|------------------|-----------------------|-------------------|------------------|
| A | B | C | D | E | F | G | H | I | J | |
| 1 | Payroll Summary for Long Consulting | | | | | | | | | |
| 2 | | | | | | | | | | |
| 3 | Dates from 06/04/2004 to 06/04/2004 | | | | | | | | | |
| 4 | | | | | | | | | | |
| 5 | | | | | | | | | | |
| 6 | Date | Name | Net Amt | Hours | Taxes Withheld | Total Deductions | Total Pay | Employer Taxes | Total Cost | Check Num |
| 7 | 6/4/2004 | Michael Lin | 1686.48 | 80 | 603.46 | 1017.75 | 3307.69 | 0 | 3307.69 | |
| 8 | 6/4/2004 | John Monson | 2333.19 | 80 | 656.81 | 10 | 3000 | 229.5 | 3229.5 | |
| 9 | 6/4/2004 | Karen White | 358.49 | 40 | -28.49 | 150 | 480 | 0 | 480 | |
| 10 | | Totals | 4378.16 | 200 | 1231.78 | 1177.75 | 6787.69 | 229.5 | 7017.19 | |
| 11 | | | | | | | | | | |
| 12 | Checks in bold have been created but not approved. | | | | | | | | | |
| 13 | | | | | | | | | | |

Payroll Details

Payroll Details for Long Consulting

Range: or to

Click the date to go to the paystub for this employee.

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| Employee | Pay Type | Amt | Taxes Amt | Deductions Amt | Company Amt |
|---|--|---|---|--|--|
| Michael Lin Net 1686.48 06/04/2004 05/15-05/28 | Sal 80.00 | 3307.69 | FIT 504.23 IL PIT 99.23 | Good Health 10.00 JDoe IRS 1007.75 | |
| John Monson Net 2333.19 06/04/2004 05/15-05/28 | Sal 80.00 | 3000.00 | FIT 427.31 SS 186.00 Med 43.50 IL PIT 0.00 | Good Health 10.00 | FUTA 0.00 SS 186.00 Med 43.50 IL SUI 0.00 |
| Karen White Net 358.49 06/04/2004 05/15-05/28 | Reg 32.00 Sick 8.00 Vac - CshTip - | 384.00 96.00 0.00 0.00 | FIT 17.23 AEIC -60.12 IL PIT 14.40 | Good Health 150.00 | |
| Total Net 4378.16 | Reg 32.00 Sal 160.00 Sick 8.00 Vac - CshTip - | 384.00 6307.69 96.00 0.00 0.00 | FIT 948.77 SS 186.00 AEIC -60.12 Med 43.50 IL PIT 113.63 | Good Health 170.00 JDoe IRS 1007.75 | FUTA 0.00 SS 186.00 Med 43.50 IL SUI 0.00 |

The Payroll Details report shows

- the withholdings from an employee's pay
- the company liabilities for payroll taxes such as FUTA, Social Security, Medicare, and state taxes (Illinois State Unemployment Insurance in this example).

Checks in bold have been created but not approved.

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Last Paycheck

Paystub for Check - **06/04/2004**
Pay Period: 05/15/2004 - 05/28/2004
Net Pay: **1686.48**

Michael Lin
5098 Fox River Drive
Saint Charles, IL 60174

Long Consulting
56 Hilltop Drive
Saint Charles, IL 60174

| Pay | | | | | |
|----------------|-------------------|-------------------|--------------------|-------------------|--------------------|
| Description | Hours | Rate | Amt | YTD | |
| Salary | - | - | | 3307.69 | 13230.76 |
| Total | | | | \$3,307.69 | \$13,230.76 |
| Deductions | | | Taxes Withheld | | |
| Description | Amt | YTD | Description | Amt | YTD |
| Good Health | 10.00 | 40.00 | Federal Income Tax | 504.23 | 2016.92 |
| JDoe IRS | 1007.75 | 2015.50 | IL Income Tax | 99.23 | 396.92 |
| Total | \$1,017.75 | \$2,055.50 | Total | \$603.46 | \$2,413.84 |
| Employer Taxes | | | | | |
| Description | Amt | | YTD | | |
| Total | | | (\$0.00) | | |

NetPay: \$1,686.48

Sick Hours Available: 40.00

Vacation Hours Available: 15.38

Deductions

Deductions Report for Long Consulting

This report shows the total for each payroll deduction/garnishment during the date range you select.

Range: or to

Click any total to see the details that make up the total.

| Description | Type | Total Withheld |
|-------------------|-----------------------------|----------------|
| Good Health | Medical Insurance | \$ 1070.00 |
| 401K | 401K | \$ 300.00 |
| SDoe IRS | Federal Tax Levy | \$ 228.36 |
| SDoe Child Agency | Child/Spousal Support Order | \$ 200.00 |
| JDoe IRS | Federal Tax Levy | \$ 2015.50 |

Click the amount to see the detail.

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Good Health

| Employee Name | Total Withheld |
|---------------|-------------------|
| Jane Doe | \$ 200.00 |
| Susan Doe | \$ 30.00 |
| Michael Lin | \$ 40.00 |
| John Monson | \$ 50.00 |
| Karen White | \$ 750.00 |
| Total | \$ 1070.00 |

Employee Details

Employee Details Report

| Personal Info | Pay Info | Tax Info |
|---|--|--|
| Michael Lin 5098 Fox River Drive Saint Charles IL 60174 Hired: 08/06/2001 Born: | Rate: \$86000.00/Year By: Check Deductions/Garnishment: Good Health \$10.00 JDoe IRS JDoe IL Child Support Enforcement 2 Vac/Sick: Sick Leave Vacation | SSN: 477-55-3333 Fed: Married / 0 IL: Regular / 0 FUTA Exemptions: Social Security and Medicare SUI |
| John Monson 432 Pheasant Run Saint Charles IL 60174 Hired: 07/30/2001 Born: | Rate: \$1500.00/Week By: Check Deductions/Garnishment: Good Health \$10.00 Vac/Sick: Vacation Sick Leave | SSN: 432-68-9987 Fed: Married / 0 IL: Do Not Withhold / 0 |
| Karen White 2944 Main Street #12 Saint Charles IL 60174 Hired: 08/20/2001 Born: | Rate: \$12.00/hr By: Check Deductions/Garnishment: Good Health \$150.00 Vac/Sick: Vacation Sick Leave | SSN: 333-44-5555 Fed: Married / 0 IL: Regular / 0 FUTA Exemptions: Social Security and Medicare SUI |

Paystub

You can print paystubs on plain paper; print paychecks on check stock preprinted with your company name and logo and encoded bank information; or print the company name and address and bank information on VersaCheck Form #1000 blank checks, which have one check and its accompanying paystub per sheet.

| | |
|--|-----------------|
| Long Consulting 56 Hilltop Drive Saint Charles IL 60174 | Check No.: 4053 |
| Paystub Detail PAY DATE: 06/04/2004 NET PAY: \$1,686.48 | |
| Michael Lin 5098 Fox River Drive Saint Charles IL 60174 | |

| | | | | | | | | | | | | | | | | |
|---|--|------------------|------------------|--|--|------|------|-------|--|--|----------|------|-------|--|--|--|
| EMPLOYER Long Consulting 56 Hilltop Drive Saint Charles IL 60174 | Check No.: 4053 | | | | | | | | | | | | | | | |
| EMPLOYEE Michael Lin 5098 Fox River Drive Saint Charles IL 60174 | | | | | | | | | | | | | | | | |
| EMPLOYER Long Consulting 56 Hilltop Drive Saint Charles IL 60174 | PAY PERIOD Period Beginning: 05/15/2004 Period Ending: 05/28/2004 Pay Date: 06/04/2004 | | | | | | | | | | | | | | | |
| BENEFITS <table border="0" style="width: 100%; margin-top: 5px;"> <tr> <td style="width: 30%;"></td> <td style="width: 15%; text-align: center;">Used</td> <td style="width: 15%; text-align: center;">Available</td> <td style="width: 30%;"></td> <td style="width: 10%;"></td> </tr> <tr> <td>Sick</td> <td style="text-align: center;">0.00</td> <td style="text-align: center;">40.00</td> <td></td> <td></td> </tr> <tr> <td>Vacation</td> <td style="text-align: center;">0.00</td> <td style="text-align: center;">15.38</td> <td></td> <td></td> </tr> </table> | | Used | Available | | | Sick | 0.00 | 40.00 | | | Vacation | 0.00 | 15.38 | | | NET PAY: \$1,686.48 |
| | Used | Available | | | | | | | | | | | | | | |
| Sick | 0.00 | 40.00 | | | | | | | | | | | | | | |
| Vacation | 0.00 | 15.38 | | | | | | | | | | | | | | |
| MEMO: | | | | | | | | | | | | | | | | |

| | | | | | | | | | |
|--|------------|--------------|-------------|----------------|------------|--|-------------------|----------------|------------|
| | PAY | Hours | Rate | Current | YTD | | DEDUCTIONS | Current | YTD |
| | Salary | - | - | 3307.69 | 13230.76 | | Good Health | 10.00 | 40.00 |
| | | | | | | | JDoe IRS | 1007.75 | 2015.50 |

| | | | |
|--|--------------------|----------------|------------|
| | TAXES | Current | YTD |
| | Federal Income Tax | 504.23 | 2016.92 |
| | IL Income Tax | 99.23 | 396.92 |

| | | | |
|--|----------------|-------------------|-------------|
| | SUMMARY | Current | YTD |
| | Total Pay | \$3,307.69 | \$13,230.76 |
| | Taxes | \$603.46 | \$2,413.84 |
| | Deductions | \$1,017.75 | \$2,055.50 |
| | Net Pay | \$1,686.48 | |

Employer Reports

Tax Liability Report

Tax Liability Report for Long Consulting

This report shows your state and federal taxes withheld, paid, and owed for the selected time range. To current tax liability, go to the [Pay Taxes](#) page. [Penny differences](#).

Range: or to

| Federal Taxes (941) | Tax Amount | Tax Paid | Tax Owed |
|--------------------------|----------------|-------------|----------------|
| Earned Income Credit | -259.69 | 0.00 | -259.69 |
| Federal Income Tax | 3768.27 | 0.00 | 3768.27 |
| Medicare | 223.91 | 0.00 | 223.91 |
| Medicare Employer | 223.91 | 0.00 | 223.91 |
| Social Security | 957.42 | 0.00 | 957.42 |
| Social Security Employer | 957.42 | 0.00 | 957.42 |
| Totals | 5871.24 | 0.00 | 5871.24 |

| Federal Unemployment (940) | Tax Amount | Tax Paid | Tax Owed |
|----------------------------|--------------|-------------|--------------|
| FUTA Employer | 59.54 | 0.00 | 59.54 |
| Totals | 59.54 | 0.00 | 59.54 |

| IL Income Tax | Tax Amount | Tax Paid | Tax Owed |
|---------------|---------------|-------------|---------------|
| IL Income Tax | 456.52 | 0.00 | 456.52 |
| Totals | 456.52 | 0.00 | 456.52 |

| IL Unemployment Tax | Tax Amount | Tax Paid | Tax Owed |
|---------------------|---------------|-------------|---------------|
| IL SUI Employer | 317.51 | 0.00 | 317.51 |
| Totals | 317.51 | 0.00 | 317.51 |

Tax Payment

Tax Payments for Long Consulting

Range: or to

| Payment Date | Tax Payment | Net Amt | Period Start | Period End | Check Num |
|-------------------|---------------------|---------|--------------|------------|-----------|
| <i>05/11/2004</i> | IL Income Tax | 143.63 | 01/01/2004 | 03/31/2004 | |
| <i>05/11/2004</i> | IL Unemployment Tax | 124.00 | 01/01/2004 | 03/31/2004 | |
| <i>05/11/2004</i> | Federal Taxes (941) | 1605.79 | 03/01/2004 | 03/31/2004 | |

- *Payments in italics* were entered as payment history.
- **Payments in bold** have been created but not approved.
- The range is the start and end of the period when the tax liability was accrued, not the period in which tax payments were made.

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Tax and Wage Summary

Tax & Wage Summary for Long Consulting

This report shows [total subject wages](#), [excess wages](#), and [taxable wages](#) by tax type. Click on the tax name to see subject wages by employee.

Range: or to

| Federal Taxes (941) | Total Wages | Excess Wages | Taxable Wages | Tax Amount |
|--|-------------|--------------|---------------|-------------------|
| Federal Income Tax | \$27,217.38 | \$0.00 | \$27,217.38 | \$3,768.27 |
| Social Security | \$15,442.31 | \$0.00 | \$15,442.31 | \$957.42 |
| Social Security Employer | \$15,442.31 | \$0.00 | \$15,442.31 | \$957.42 |
| Earned Income Credit | \$4,152.00 | \$0.00 | \$4,152.00 | -\$259.69 |
| Medicare | \$15,442.31 | \$0.00 | \$15,442.31 | \$223.91 |
| Medicare Employer | \$15,442.31 | \$0.00 | \$15,442.31 | \$223.91 |
| Total | | | | \$5,871.24 |

| Federal Unemployment (940) | Total Wages | Excess Wages | Taxable Wages | Tax Amount |
|-------------------------------|-------------|--------------|---------------|----------------|
| FUTA Employer | \$15,442.31 | \$8,000.00 | \$7,442.31 | \$59.54 |
| Total | | | | \$59.54 |

| IL Income Tax | Total Wages | Excess Wages | Taxable Wages | Tax Amount |
|-------------------------------|-------------|--------------|---------------|-----------------|
| IL Income Tax | \$27,217.38 | \$0.00 | \$27,217.38 | \$456.52 |
| Total | | | | \$456.52 |

| IL Unemployment Tax | Total Wages | Excess Wages | Taxable Wages | Tax Amount |
|---------------------------------|-------------|--------------|---------------|-----------------|
| IL SUI Employer | \$15,442.31 | \$5,200.00 | \$10,242.31 | \$317.51 |
| Total | | | | \$317.51 |

Total Pay

Total Pay Report for Long Consulting

Range: or to

| Employee Name | Regular Pay | Salary | Sick Pay | Vacation Pay | Cash Tips | Total |
|---------------|-------------------|--------------------|----------------|-----------------|-----------------|--------------------|
| Susan Doe | \$3,000.00 | | | | | \$3,000.00 |
| Kimberley Lau | | \$1,442.31 | | | | \$1,442.31 |
| Michael Lin | | \$13,230.76 | | | | \$13,230.76 |
| John Monson | | \$15,000.00 | | | | \$15,000.00 |
| Karen White | \$2,016.00 | | \$96.00 | \$288.00 | \$232.00 | \$2,632.00 |
| Total | \$5,016.00 | \$29,673.07 | \$96.00 | \$288.00 | \$232.00 | \$35,305.07 |

Workers' Compensation, by Class

Workers' Compensation Report for Long Consulting

This report shows the wages paid for each employee during the date range you select.

Range: or to

Click in the Wages Paid column to see details.

| Class Name | Premium Wages Paid | Tips Paid | Wages Paid |
|------------|--------------------|-----------|-----------------------------|
| Exempt | \$ 0.00 | \$ 0.00 | \$ 29673.07 |
| Non-exempt | \$ 0.00 | \$ 232.00 | \$ 5400.00 |

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Vacation and Sick Leave Available and Used

PayCycle Help

Hours Accrued or Used

Hours accrued and used are updated when you approve a paycheck or edit the Employee Pay Info page. Therefore, in some cases, the hours on this report may not be accurate. If hours accrue by paycheck and you approve paychecks in advance, the reported hours may be too many or too few before the actual pay date. If you have defined the vacation or sick leave policy to accrue hours at the beginning of the year, the reported hours will not be up to date until you approve the first paycheck of the year.

Click the help icon and you'll see a small window with an explanation of what is included in the amounts.

Vacation and Sick Leave Available and Used

Click hours to see details for the employee.

| Employee | Description | Vacation Available | Vacation Used YTD | Description | Sick Available | Sick Used YTD |
|---------------|-------------|-----------------------|-------------------|-------------|-----------------------|---------------|
| Susan Doe | Vacation | 12.31 | 0.00 | Sick Leave | 40.00 | 0.00 |
| Kimberley Lau | Vacation | 1.54 | 0.00 | Sick Leave | 40.00 | 0.00 |
| Michael Lin | Vacation | 15.38 | 0.00 | Sick Leave | 40.00 | 0.00 |
| John Monson | Vacation | 50.77 | 0.00 | Sick Leave | 40.00 | 0.00 |
| Karen White | Vacation | 4.31 | 24.00 | Sick Leave | 32.00 | 8.00 |

Billing

Billing Report

Range: or to


Billing report as of 01/14/2002

| Date | Amount | Account | Description |
|------------|--------|----------|------------------|
| 01/17/2001 | 19.99 |8995 | Service Credit |
| 02/07/2001 | 10.00 |8995 | Subscription Fee |
| 02/13/2001 | 10.00 |8995 | Subscription Fee |
| 02/20/2001 | 10.00 |8995 | Subscription Fee |
| 07/09/2001 | 19.99 |8995 | Subscription Fee |
| 08/26/2001 | 21.01 |8995 | Setup Fee |

Total Cost

Total Cost Report for Long Consulting

Range: or to

| 06/04/2004 - 06/04/2004 | |
|---|----------------|
| Total Pay | |
| Paycheck Wages | 6787.69 |
| Non-Paycheck Wages | 0.00 |
| Reimbursements | 0.00 |
| | 6787.69 |
| Net Pay | |
| Direct Deposit | 0.00 |
| Checks | 4378.16 |
| | 4378.16 |
| Deductions | |
| Good Health | 170.00 |
| JDoe IRS | 1007.75 |
| | 1177.75 |
| Taxes (Employee and Employer) | |
| Federal Taxes (941) | 1347.65 |
| Federal Unemployment (940) | 0.00 |
| IL Income Tax | 113.63 |
| IL Unemployment Tax | 0.00 |
| | 1461.28 |
| Total Cost  | 7017.19 |

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Contractor Reports

Contractor Payment Report

| Contractor Payment Report for Indiana Athletic Club | | | | | |
|--|-------------------------|--------------------|----------------|----------------|-----------|
| Range: <input type="text" value="choose one..."/> or <input type="text" value="11/03/2004"/> <input type="text" value="JAN 1"/> to <input type="text" value="11/03/2004"/> <input type="text" value="JAN 1"/> <input type="button" value="Update Report"/> | | | | | |
| Date | Name | Contractor Payment | Reiumbursment | Total Amount | Check Num |
| 11/03/2004 | Di Sibio Event Services | 5000.00 | 2000.00 | 7000.00 | |
| 11/03/2004 | Nagesh Tonne | 450.00 | 0.00 | 450.00 | |
| 11/03/2004 | Nagesh Tonne | 245.00 | 0.00 | 245.00 | |
| | Total | 5695.00 | 2000.00 | 7695.00 | |
| <p>Checks in bold have been created but not approved.</p> <p>Printer-friendly Version View in Excel</p> | | | | | |

Contractor Details Report

| Contractor Details Report | | |
|---|----------------------------|-----------------|
| Personal Info | Pay Info | Tax Info |
| Di Sibio Event Services 455 Clark Heights New Albany IN 47150 Hired: | Type: Company By: Check | TIN: 66-3456789 |
| <p>Printer-friendly Version View in Excel</p> | | |