

## User Reference

Employee Name:	John Example	Pay Week:	1
Employee ID Number:	1234567890	Rollover PTO Available:	0.0
Employee Department:	Customer Service	PTO Hours Used:	0.0
Pay Rate:	\$10.00	PTO Hours Available:	14.0
Regular Hours Worked:	40.0		
Holiday Hours Worked:	0.0		
PTO Hours Used This week:	5.0		
Total Gross Year-To-Date Earnings			\$49,561.50
Total Current Before-Tax Deductions:			\$0.00
Total Current After-Tax Deductions:			\$0.00

### Weekly Hours Entry

Regular Hours Worked – Enter the total number of hours worked during the week here, including overtime but excluding any holiday pay hours or PTO hours used.

Holiday Hours Worked – Enter any holiday hours that were excluded from regular hours worked here.

PTO Hours Used This week – Use this field to enter and PTO hours that are being used on this week's paycheck here.

### Pay Week and PTO Entry

Pay Week – Enter the current pay week of the fiscal year here.

Rollover PTO Available – Enter the total amount of PTO that was carried over from the previous fiscal year here. This should remain constant throughout the year and will only change at the end of each fiscal year.

PTO Hours Used – Enter the total, year to date number of PTO Hours that have been used, excluding any being used on the current paycheck.

PTO Hours Available – This shows the used how many PTO Hours an employee has available to be used on the current paycheck. If this number surpasses the set limit of 208 the system will return an error message of "Over 208."

### YTD Earnings and Deductions

Total Gross Year-To-Date Earnings – Enter the employee's total YTD gross earnings here.

Total Current Before-Tax Deductions – Enter the total sum of weekly before-tax deductions here.

Total After Before-Tax Deductions – Enter the total sum of weekly after-tax deductions here.

Current Hours And Earnings			Total Earnings And Taxable Bases		
Description	Hours	Earnings	Description	Current	YTD
Regular Hours	40.0	\$400.00	Total Gross	\$450.00	\$50,011.50
Overtime Hours	0.0	\$0.00	FED WITHHOLDING	\$450.00	\$50,011.50
Holiday Hours	0.0	\$0.00	FED MED/EE	\$450.00	\$50,011.50
PTO Hours	5.0	\$50.00	FED OASDI/EE	\$450.00	\$50,011.50
			MA WITHHOLDING	\$450.00	\$50,011.50
			Total Net	\$362.48	\$40,284.26

### **Current Hours and Earnings**

Regular Hours – This shows both the total regular hours entered for the current paycheck and the earnings from those hours.

Overtime Hours – This shows both the total overtime hours entered for the current paycheck and the earnings from those hours.

Holiday Hours – This shows both the total Holiday hours entered for the current paycheck and the earnings from those hours.

PTO Hours – This shows both the total PTO hours entered for the current paycheck and the earnings from those hours.

### **Total Earnings and Taxable Bases**

Total Gross – This shows both the employee's current and YTD gross wages.

FED WITHHOLDING – This shows how much of the employee's current and YTD wages are available to be taxed by the Federal Income Tax.

FED MED/EE – This shows how much of the employee's current and YTD wages are available to be taxed by the Federal Medicare tax.

FED OASDI/EE – This shows how much of the employee's current and YTD wages are available to be taxed by the Federal Old Age Survivors and Disability Tax.

MA WITHHOLDING – This shows how much of the employee's current and YTD wages are available to be taxed by the Massachusetts Income Tax.

Total Net – This shows the employee's current and YTD net wages.

Taxes		
Description	Current	YTD
FED WITHHOLDING	\$29.25	\$3,250.75
FED MED/EE	\$6.53	\$725.17
FED OASDI/EE	\$27.90	\$3,100.71
MA WITHHOLDING	\$23.85	\$2,650.61
Total Taxes	\$87.53	\$9,727.24

### **Taxes**

FED WITHHOLDING – This shows the amount being withheld for the Federal Income Tax on the employee's current paycheck and the YTD amount.

FED MED/EE – This shows the amount being withheld for the Federal Medicare Tax on the employee's current paycheck and the YTD amount.

FED OASDI/EE – This shows the amount being withheld for the Federal Old Age Survivors and Disability Tax on the employee's current paycheck and the YTD amount.

MA WITHHOLDING – This shows the amount being withheld for the Massachusetts Income Tax on the employee's current paycheck and the YTD amount.

Total Taxes – This shows the total amount of taxes being withheld on the current paycheck and the YTD amount.

Before-Tax Deductions			After-Tax Deductions		
Description	Current	YTD	Description	Current	YTD
Misc.	\$0.00	\$0.00	Misc.	\$0.00	\$0.00

### **Deductions**

Before-Tax Deductions – This shows the current and total YTD amount of before-tax deductions such as 401k payments, etc.

After-Tax Deductions – This shows the current and total YTD amount of after-tax deductions such as Health Insurance payments, charitable donations, etc.

Manager Report			
Employee Name:	John Example	Gross Pay:	\$450.00
Employee ID Number:	1234567890	FED WITHHOLDING	\$29.25
Employee Department:	Customer Service	FED MED/EE	\$6.53
		FED OASDI/EE	\$27.90
		MA WITHHOLDING	\$23.85
PTO Used This Week:	5.0	Total Taxes	\$87.53
		Net Pay:	\$362.48

### **Manager Report**

Summary – This is a slip that is to be torn off at the double line and given to the Payroll Manager to be filed away into the existing payroll database. This information will be used to maintain a record of when and how much PTO was used by each employee as well YTD Taxes and YTD Wages. It contains a summary of the information found in the above sections such as the employee's name, ID number, department, gross pay, taxes, net pay, and PTO used this week.