

Payroll Sample Client
Data Entry Worksheet - Grouped by Location and Department Allocation

Pay Description	Rate	Reg Hours	OT Hours	Amount	Deduction Description	Amount
-----------------	------	-----------	----------	--------	-----------------------	--------

Location: Ann Arbor Location
Department: Auxiliary staff

2 **Harmon, Sarah W** **222-22-2223**

4188 Jackson Rd.
 Ann Arbor, MI 48103
 313-555-2222

Personal Information

Birth date: 04/14/68 Gender: Female
 Marital status: Single Race:

Employment Information

Hire date: 05/31/96 New hire reported: Yes 08/16/16
 Last raise date: 12/25/08 Inactive date:

Federal Withholding Information

Filing status: Married Total allowances: 0
 Additional: Additional amount Amount/Percentage: 0.00
 Nonresident alien: No Tax exempt: No
 EIC status: None Spouse W-5 in effect: No

Location: Ann Arbor Location

Department: Auxiliary staff

Bonus	0.00			.	401(k)	.
Wages	10.50			.	FSA	30.00
Sick				.		.
Vacation				.		.
				.		.

3 **Cooper, Dennis B** **333-33-3334**

6900 Martin Blvd.
 Ann Arbor, MI 48108
 313-555-3333

Personal Information

Birth date: 10/25/63 Gender: Male
 Marital status: Married Race:

Employment Information

Hire date: 08/15/94 New hire reported: Yes 08/16/16
 Last raise date: Inactive date:

Federal Withholding Information

Filing status: Married Total allowances: 0
 Additional: Additional amount Amount/Percentage: 0.00
 Nonresident alien: No Tax exempt: No
 EIC status: None Spouse W-5 in effect: No

Location: Ann Arbor Location

Department: Auxiliary staff

Bonus	0.00			.		.
Wages	9.25			.		.
Sick				.		.
Vacation				.		.
				.		.

FOR OFFICE USE ONLY

	Employee ID	Regular Hours	OT Hours	DT Hours
Hash Totals	_____	_____	_____	_____
Grand Totals	_____	_____	_____	_____

Payroll Sample Client
Data Entry Worksheet - Grouped by Location and Department Allocation

Pay Description	Rate	Reg Hours	OT Hours	Amount	Deduction Description	Amount
4	Fink, Chester A				444-44-4445	
2451 Woodbury Ct. Boca Raton, FL 33431 313-555-4444						
Personal Information						
Birth date:	09/10/54				Gender:	Male
Marital status:	Single				Race:	
Employment Information						
Hire date:	07/16/92				New hire reported:	Yes 08/16/16
Last raise date:					Inactive date:	
Federal Withholding Information						
Filing status:	Single				Total allowances:	0
Additional:	Additional amount				Amount/Percentage:	0.00
Nonresident alien:	No				Tax exempt:	No
EIC status:	None				Spouse W-5 in effect:	No
Location:	Ann Arbor Location					
Department:	Auxiliary staff					
Bonus	0.00			.		.
Wages	9.25			.		.
				.		.

Department: Management

1	Eddington, Terry J				111-11-1112	
1459 Locust Dexter, MI 48130 313-555-1111						
Personal Information						
Birth date:	06/12/50				Gender:	Male
Marital status:	Married				Race:	White/Caucasian
Employment Information						
Hire date:	11/25/98				New hire reported:	Yes 08/16/16
Last raise date:	12/25/08				Inactive date:	
Federal Withholding Information						
Filing status:	Married, but withhold at higher single rate				Total allowances:	0
Additional:	Additional amount				Amount/Percentage:	0.00
Nonresident alien:	No				Tax exempt:	No
EIC status:	Single, head of household or qualifying widow(er)				Spouse W-5 in effect:	No
Location:	Ann Arbor Location					
Department:	Management					
Salary	55,000.00			.	401(k)	.
Bonus	0.00			.	Medical Insurance	35.17
Sick				.		.
Vacation				.		.
				.		.

Department: Office staff

FOR OFFICE USE ONLY

	Employee ID	Regular Hours	OT Hours	DT Hours
Hash Totals	_____	_____	_____	_____
Grand Totals	_____	_____	_____	_____

Payroll Sample Client
Data Entry Worksheet - Grouped by Location and Department Allocation

Pay Description	Rate	Reg Hours	OT Hours	Amount	Deduction Description	Amount
9	Finnegan, Samuel E				990-90-9990	
2154 N.Oxford St. Pasadena, CA 91188 313-555-9999						
Personal Information						
Birth date:	01/01/75				Gender:	Male
Marital status:	Single				Race:	
Employment Information						
Hire date:	02/02/02				New hire reported:	Yes 08/16/16
Last raise date:	12/25/08				Inactive date:	
Federal Withholding Information						
Filing status:	Single				Total allowances:	1
Additional:	Additional amount				Amount/Percentage:	2.00
Nonresident alien:	No				Tax exempt:	No
EIC status:	None				Spouse W-5 in effect:	No
Location:	Ann Arbor Location					
Department:	Office staff					
Bonus	0.00			.	401(k)	.
Commission	20.00			.	Medical Insurance	12.19
Wages	9.25			.		.
Sick				.		.
Vacation				.		.

5	Spencer, Rodney H				555-55-5556	
16000 Warren Ormond Beach, FL 32174 313-555-5555						
Personal Information						
Birth date:	01/26/65				Gender:	Male
Marital status:	Married				Race:	
Employment Information						
Hire date:	04/06/98				New hire reported:	Yes 08/16/16
Last raise date:	12/25/08				Inactive date:	
Federal Withholding Information						
Filing status:	Married				Total allowances:	0
Additional:	Additional amount				Amount/Percentage:	0.00
Nonresident alien:	No				Tax exempt:	No
EIC status:	None				Spouse W-5 in effect:	No
Location:	Ann Arbor Location					
Department:	Office staff					
Bonus	0.00			.	401(k)	.
Wages	9.50			.		.
Sick				.		.
Vacation				.		.

FOR OFFICE USE ONLY

	Employee ID	Regular Hours	OT Hours	DT Hours
Hash Totals	_____	_____	_____	_____
Grand Totals	_____	_____	_____	_____

Payroll Sample Client
Data Entry Worksheet - Grouped by Location and Department Allocation

Pay Description	Rate	Reg Hours	OT Hours	Amount	Deduction Description	Amount
6	Sanders, Ellen E				667-67-6667	
7230 Normandy Dr. San Jose, CA 95106 313-555-6666						
Personal Information						
Birth date:	04/10/60				Gender:	Female
Marital status:	Married				Race:	
Employment Information						
Hire date:	08/09/91				New hire reported:	Yes 08/16/16
Last raise date:	12/25/08				Inactive date:	
Federal Withholding Information						
Filing status:	Married				Total allowances:	0
Additional:	Additional amount				Amount/Percentage:	0.00
Nonresident alien:	No				Tax exempt:	No
EIC status:	None				Spouse W-5 in effect:	No
Location:	Ann Arbor Location					
Department:	Office staff					
Bonus	0.00			.	401(k)	.
Wages	9.50			.		.
Sick				.		.
Vacation				.		.
				.		.
2	Harmon, Sarah W				222-22-2223	
4188 Jackson Rd. Ann Arbor, MI 48103 313-555-2222						
Personal Information						
Birth date:	04/14/68				Gender:	Female
Marital status:	Single				Race:	
Employment Information						
Hire date:	05/31/96				New hire reported:	Yes 08/16/16
Last raise date:	12/25/08				Inactive date:	
Federal Withholding Information						
Filing status:	Married				Total allowances:	0
Additional:	Additional amount				Amount/Percentage:	0.00
Nonresident alien:	No				Tax exempt:	No
EIC status:	None				Spouse W-5 in effect:	No
Location:	Ann Arbor Location					
Department:	Office staff					
Bonus	0.00			.	FSA	30.00
Wages	10.50			.	401(k)	.
Sick				.		.
Vacation				.		.
				.		.

FOR OFFICE USE ONLY

	Employee ID	Regular Hours	OT Hours	DT Hours
Hash Totals	_____	_____	_____	_____
Grand Totals	_____	_____	_____	_____

Payroll Sample Client
Data Entry Worksheet - Grouped by Location and Department Allocation

Pay Description	Rate	Reg Hours	OT Hours	Amount	Deduction Description	Amount
8	Beards, Jonathon T				888-88-8889	
6004 E. Newburgh Hwy Apt. 14 Fresno, CA 93650 313-555-8888						
Personal Information						
Birth date:	09/12/70				Gender:	Male
Marital status:	Single				Race:	
Employment Information						
Hire date:	01/05/08				New hire reported:	Yes 08/16/16
Last raise date:	12/25/08				Inactive date:	
Federal Withholding Information						
Filing status:	Single				Total allowances:	2
Additional:	Additional amount				Amount/Percentage:	0.00
Nonresident alien:	No				Tax exempt:	No
EIC status:	Married filing jointly				Spouse W-5 in effect:	No
Location:	Ann Arbor Location					
Department:	Office staff					
Bonus	0.00			.	Medical Insurance	18.29
Wages	9.75			.		.
Sick				.		.
Vacation				.		.
				.		.

Location: Fresno Location
Department: Management

7	Anderson, Abigail A				777-77-7778	
3926 Market St. Ann Arbor, MI 48106 313-555-7777						
Personal Information						
Birth date:	07/10/62				Gender:	Female
Marital status:	Single				Race:	
Employment Information						
Hire date:	09/15/95				New hire reported:	Yes 08/16/16
Last raise date:	12/25/08				Inactive date:	
Federal Withholding Information						
Filing status:	Single				Total allowances:	0
Additional:	Additional amount				Amount/Percentage:	0.00
Nonresident alien:	No				Tax exempt:	No
EIC status:	None				Spouse W-5 in effect:	No
Location:	Fresno Location					
Department:	Management					
Salary	45,000.00			.	401(k)	.
Bonus	0.00			.	Medical Insurance	30.48
Sick				.		.
Vacation				.		.
				.		.

FOR OFFICE USE ONLY

	Employee ID	Regular Hours	OT Hours	DT Hours
Hash Totals	_____	_____	_____	_____
Grand Totals	_____	_____	_____	_____

Payroll Sample Client

Data Entry Worksheet - Grouped by Location and Department Allocation

Pay Description	Rate	Reg Hours	OT Hours	Amount	Deduction Description	Amount
Department: Office staff						
8						
Beards, Jonathon T					888-88-8889	
6004 E. Newburgh Hwy Apt. 14 Fresno, CA 93650 313-555-8888						
Personal Information						
Birth date:	09/12/70			Gender:	Male	
Marital status:	Single			Race:		
Employment Information						
Hire date:	01/05/08			New hire reported:	Yes 08/16/16	
Last raise date:	12/25/08			Inactive date:		
Federal Withholding Information						
Filing status:	Single			Total allowances:	2	
Additional:	Additional amount			Amount/Percentage:	0.00	
Nonresident alien:	No			Tax exempt:	No	
EIC status:	Married filing jointly			Spouse W-5 in effect:	No	
Location:	Fresno Location					
Department:	Office staff					
Bonus	0.00			.	Medical Insurance	12.19
Wages	9.75			.		.
Sick				.		.
Vacation				.		.
				.		.
9						
Finnegan, Samuel E					990-90-9990	
2154 N.Oxford St. Pasadena, CA 91188 313-555-9999						
Personal Information						
Birth date:	01/01/75			Gender:	Male	
Marital status:	Single			Race:		
Employment Information						
Hire date:	02/02/02			New hire reported:	Yes 08/16/16	
Last raise date:	12/25/08			Inactive date:		
Federal Withholding Information						
Filing status:	Single			Total allowances:	1	
Additional:	Additional amount			Amount/Percentage:	2.00	
Nonresident alien:	No			Tax exempt:	No	
EIC status:	None			Spouse W-5 in effect:	No	
Location:	Fresno Location					
Department:	Office staff					
Commission	20.00			.	401(k)	.
Bonus	0.00			.	Medical Insurance	18.29
Wages	9.25			.		.
Sick				.		.
Vacation				.		.
				.		.

FOR OFFICE USE ONLY

	Employee ID	Regular Hours	OT Hours	DT Hours
Hash Totals	_____	_____	_____	_____
Grand Totals	_____	_____	_____	_____

Payroll Sample Client
Data Entry Worksheet - Grouped by Location and Department Allocation

Pay Description	Rate	Reg Hours	OT Hours	Amount	Deduction Description	Amount
New Employee:						

Personal Information						
Birth date:	_____				Gender:	_____
Marital status:	_____				Race:	_____
Employment Information						
Hire date:	_____				New hire reported:	_____
Last raise date:	_____				Inactive date:	_____
Federal Withholding Information						
Filing status:	_____				Total allowances:	_____
Additional:	_____				Amount/Percentage:	_____
Nonresident alien:	_____				Tax exempt:	_____
EIC status:	_____				Spouse W-5 in effect:	_____
Primary Location:						
Primary Department:						
				.		.
				.		.
				.		.

New Employee:						

Personal Information						
Birth date:	_____				Gender:	_____
Marital status:	_____				Race:	_____
Employment Information						
Hire date:	_____				New hire reported:	_____
Last raise date:	_____				Inactive date:	_____
Federal Withholding Information						
Filing status:	_____				Total allowances:	_____
Additional:	_____				Amount/Percentage:	_____
Nonresident alien:	_____				Tax exempt:	_____
EIC status:	_____				Spouse W-5 in effect:	_____
Primary Location:						
Primary Department:						
				.		.
				.		.
				.		.

Employee count = 9

FOR OFFICE USE ONLY				
	Employee ID	Regular Hours	OT Hours	DT Hours
Hash Totals	_____	_____	_____	_____
Grand Totals	_____	_____	_____	_____

Payroll Sample Client
Data Entry Worksheet - Grouped by Location and Department Allocation

Pay Description	Reg Hours	OT Hours	Amount	Deduction Description	Amount
Company Totals					
Location: Ann Arbor Location					
Department: Auxiliary staff					
Bonus			.	401(k)	.
Commission			.	Medical Insurance	.
Salary			.	FSA	.
Wages			.		.
Sick			.		.
Vacation			.		.
Sick			.		.
Vacation			.		.
Department: Management					
Bonus			.	401(k)	.
Commission			.	Medical Insurance	.
Salary			.	FSA	.
Wages			.		.
Sick			.		.
Vacation			.		.
Sick			.		.
Vacation			.		.
Department: Office staff					
Bonus			.	401(k)	.
Commission			.	Medical Insurance	.
Salary			.	FSA	.
Wages			.		.
Sick			.		.
Vacation			.		.
Sick			.		.
Vacation			.		.
All Departments					
Bonus			.	401(k)	.
Commission			.	Medical Insurance	.
Salary			.	FSA	.
Wages			.		.
Sick			.		.
Vacation			.		.
Sick			.		.
Vacation			.		.

FOR OFFICE USE ONLY

	Employee ID	Regular Hours	OT Hours	DT Hours
Hash Totals	_____	_____	_____	_____
Grand Totals	_____	_____	_____	_____

Payroll Sample Client
Data Entry Worksheet - Grouped by Location and Department Allocation

Pay Description	Reg Hours	OT Hours	Amount	Deduction Description	Amount
Location: Fresno Location					
Department: Management					
Bonus			.	401(k)	.
Commission			.	Medical Insurance	.
Salary			.	FSA	.
Wages			.		.
Sick			.		.
Vacation			.		.
Sick			.		.
Vacation			.		.
Department: Office staff					
Bonus			.	401(k)	.
Commission			.	Medical Insurance	.
Salary			.	FSA	.
Wages			.		.
Sick			.		.
Vacation			.		.
Sick			.		.
Vacation			.		.
All Departments					
Bonus			.	401(k)	.
Commission			.	Medical Insurance	.
Salary			.	FSA	.
Wages			.		.
Sick			.		.
Vacation			.		.
Sick			.		.
Vacation			.		.

FOR OFFICE USE ONLY

	Employee ID	Regular Hours	OT Hours	DT Hours
Hash Totals	_____	_____	_____	_____
Grand Totals	_____	_____	_____	_____