

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 - 2019 (or Prior) W-4						
Filing status:	Single				Total allowances:	2
Additional:	Additional amount				Amount/Percentage:	0.00
Nonresident alien:	No				Tax exempt:	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 - 2020 (or Newer) W-4						
Filing status:	Married filing jointly					
Two jobs total:	No				Claim dependents:	0.00
Other income:	0.00				Deductions:	0.00
Additional:	Additional amount				Amount/Percentage:	50.00
Nonresident alien:	No				Tax exempt:	No
Location:	Ann Arbor Location					
Department:	Management					
Bonus	0.00			.	401(k)	.
Salary	55,000.00			.	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	_____	_____	_____	_____

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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 - 2019 (or Prior) W-4						
Filing status:	Single				Total allowances:	1
Additional:	Additional amount				Amount/Percentage:	2.00
Nonresident alien:	No				Tax exempt:	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 - 2019 (or Prior) W-4						
Filing status:	Married				Total allowances:	0
Additional:	Additional amount				Amount/Percentage:	0.00
Nonresident alien:	No				Tax exempt:	No
Location:	Ann Arbor Location					
Department:	Office staff					
Bonus	0.00			.	401(k)	.
Wages	9.50			.		.
Sick				.		.
Vacation				.		.
				.		.

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

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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 - 2019 (or Prior) W-4						
Filing status:	Married				Total allowances:	0
Additional:	Additional amount				Amount/Percentage:	0.00
Nonresident alien:	No				Tax exempt:	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 - 2020 (or Newer) W-4						
Filing status:	Single or married filing separately				Claim dependents:	10.00
Two jobs total:	Yes				Deductions:	30.00
Other income:	20.00				Amount/Percentage:	0.00
Additional:	Additional amount				Tax exempt:	No
Nonresident alien:	No					
Location:	Ann Arbor Location					
Department:	Office staff					
Bonus	0.00			.	401(k)	.
Wages	10.50			.	FSA	30.00
Sick				.		.
Vacation				.		.
				.		.

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

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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 - 2019 (or Prior) W-4						
Filing status:	Single				Total allowances:	2
Additional:	Additional amount				Amount/Percentage:	0.00
Nonresident alien:	No				Tax exempt:	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 - 2019 (or Prior) W-4						
Filing status:	Single				Total allowances:	0
Additional:	Additional amount				Amount/Percentage:	0.00
Nonresident alien:	No				Tax exempt:	No
Location:	Fresno Location					
Department:	Management					
Bonus	0.00			.	401(k)	.
Salary	45,000.00			.	Medical Insurance	30.48
Sick				.		.
Vacation				.		.

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

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Pay Description	Rate	Reg Hours	OT Hours	Amount	Deduction Description	Amount
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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: _____	Claim dependents: _____
Two jobs total: _____	Deductions: _____
Other income: _____	Amount/Percentage: _____
Additional: _____	Tax exempt: _____
Nonresident alien: _____	

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: _____	Claim dependents: _____
Two jobs total: _____	Deductions: _____
Other income: _____	Amount/Percentage: _____
Additional: _____	Tax exempt: _____
Nonresident alien: _____	

Primary Location: _____

Primary Department: _____

						.
						.
						.

Employee count = 9

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

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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			.		.

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

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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			.		.

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