

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

**Location: Ann Arbor Location  
Department: Auxiliary staff**

**2** **Harmon, Sarah W** **222-22-2223**  
**Rate: 10.50**

**Pay**  
Bonus \_\_\_\_\_ Wages \_\_\_\_\_ Sick \_\_\_\_\_ Vacation \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Deductions**  
401(k) \_\_\_\_\_ FSA \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**3** **Cooper, Dennis B** **333-33-3334**  
**Rate: 9.25**

**Pay**  
Bonus \_\_\_\_\_ Wages \_\_\_\_\_ Sick \_\_\_\_\_ Vacation \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Deductions**  
\_\_\_\_\_  
\_\_\_\_\_

**4** **Fink, Chester A** **444-44-4445**  
**Rate: 9.25**

**Pay**  
Bonus \_\_\_\_\_ Wages \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Deductions**  
\_\_\_\_\_  
\_\_\_\_\_

**Department: Management**

**1** **Eddington, Terry J** **111-11-1112**  
**Rate: 55,000.00**

**Pay**  
Salary \_\_\_\_\_ Bonus \_\_\_\_\_ Sick \_\_\_\_\_ Vacation \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Deductions**  
401(k) \_\_\_\_\_ Medical Insurance \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Department: Office staff**

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

**9** **Finnegan, Samuel E** **990-90-9990**  
**Rate:** 20.00  
**Rate:** 9.25

**Pay**  
 Bonus Commission Wages Sick Vacation

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**Deductions**  
 401(k) Medical Insurance

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**5** **Spencer, Rodney H** **555-55-5556**  
**Rate:** 9.50

**Pay**  
 Bonus Wages Sick Vacation

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**Deductions**  
 401(k)

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**6** **Sanders, Ellen E** **667-67-6667**  
**Rate:** 9.50

**Pay**  
 Bonus Wages Sick Vacation

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**Deductions**  
 401(k)

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**2** **Harmon, Sarah W** **222-22-2223**  
**Rate:** 10.50

**Pay**  
 Bonus Wages Sick Vacation

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**Deductions**  
 FSA 401(k)

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

<b>8</b>	<b>Beards, Jonathon T</b>		<b>888-88-8889</b>		
			<b>Rate:</b>	9.75	
<b>Pay</b>					
Bonus	Wages			Sick	Vacation
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
<b>Deductions</b>					
Medical Insurance					
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

**Location: Fresno Location**  
**Department: Management**

<b>7</b>	<b>Anderson, Abigail A</b>		<b>777-77-7778</b>		
			<b>Rate:</b>	45,000.00	
<b>Pay</b>					
Salary	Bonus			Sick	Vacation
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
<b>Deductions</b>					
401(k)	Medical Insurance				
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

**Department: Office staff**

<b>8</b>	<b>Beards, Jonathon T</b>		<b>888-88-8889</b>		
			<b>Rate:</b>	9.75	
<b>Pay</b>					
Bonus	Wages			Sick	Vacation
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
<b>Deductions</b>					
Medical Insurance					
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

<b>9</b>	<b>Finnegan, Samuel E</b>		<b>990-90-9990</b>		
			<b>Rate:</b>	20.00	
			<b>Rate:</b>	9.25	
<b>Pay</b>					
Commission	Bonus	Wages		Sick	Vacation
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
<b>Deductions</b>					
401(k)	Medical Insurance				
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

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

<b>Name:</b>						<b>SSN:</b>	<b>Rate(s):</b>
<b>Pay</b>							
Desc:	Desc:	Desc:	Desc:	Desc:	Desc:	Desc:	Desc:
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____

<b>Name:</b>						<b>SSN:</b>	<b>Rate(s):</b>
<b>Pay</b>							
Desc:	Desc:	Desc:	Desc:	Desc:	Desc:	Desc:	Desc:
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____