

**Payroll Sample Client
Data Entry Worksheet - Short Form - Grouped by Primary Department**

Primary Department: Auxiliary staff

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						
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

Primary Department: Management

1		Eddington, Terry J			111-11-1112	Rate: 55,000.00
Pay						
Bonus	Salary			Sick	Vacation	
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
Deductions						
401(k)	Medical Insurance					
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

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

Primary Department: Office staff

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2

Harmon, Sarah W

222-22-2223

Rate: 10.50

Pay

Bonus	Wages				Sick	Vacation	
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____

Deductions

401(k)	FSA						
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____

5

Spencer, Rodney H

555-55-5556

Rate: 9.50

Pay

Bonus	Wages				Sick	Vacation	
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____

Deductions

401(k)							
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____

6

Sanders, Ellen E

667-67-6667

Rate: 9.50

Pay

Bonus	Wages				Sick	Vacation	
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____

Deductions

401(k)							
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____

8

Beards, Jonathon T

888-88-8889

Rate: 9.75

Pay

Bonus	Wages				Sick	Vacation	
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____

Deductions

Medical Insurance							
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____

**Payroll Sample Client
Data Entry Worksheet - Short Form - Grouped by Primary Department**

9 Finnegan, Samuel E

990-90-9990

Rate: 20.00

Rate: 9.25

Pay

Bonus	Commission	Wages			Sick	Vacation	
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____

Deductions

401(k)	Medical Insurance						
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____

Name:

SSN:

Rate(s):

Pay

Desc:	Desc:	Desc:	Desc:	Desc:	Desc:	Desc:	Desc:
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____

Name:

SSN:

Rate(s):

Pay

Desc:	Desc:	Desc:	Desc:	Desc:	Desc:	Desc:	Desc:
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____