

**Payroll Sample Client**  
**Payroll Journal - Detailed - Grouped by Location and Department Allocation - Portrait**

All Bank Accounts  
 December 30, 2016

Pay Description	Rate	Total Hours	Amount	Withholding Taxes	Amount	Deductions	Amount
<b>Location: Ann Arbor Location</b>							
<b>Department: Auxiliary staff</b>							
<b>2</b>	<b>Harmon, Sarah W</b>				<b>Check # 5348</b>		<b>12/30/16</b>
Bonus	250.00	0.0000	250.00	FICA-SS	48.05	401(k)	31.50
Wages	10.50	46.0000	525.00	FICA-MED	11.24	FSA	30.00
				FIT	69.03		
				Michigan SIT	31.60		
Totals		46.0000	775.00		159.92		61.50
						<b>Net Check</b>	553.58
						<b>Net Pay</b>	<u>553.58</u>
<b>Company Expenses</b>							
ERFUTA: 0.00 ERFICA-SS: 48.05 ERFICA-MED: 11.24 Michigan SUI: 0.00 401(k) Match: 31.50							
<b>3</b>	<b>Cooper, Dennis B</b>				<b>Check # 5349</b>		<b>12/30/16</b>
Bonus	500.00	0.0000	500.00	FICA-SS	83.76		
Wages	9.25	88.0000	851.00	FICA-MED	19.59		
				FIT	117.65		
				Michigan SIT	57.42		
Totals		88.0000	1,351.00		278.42		0.00
						<b>Net Check</b>	1,072.58
						<b>Net Pay</b>	<u>1,072.58</u>
<b>Company Expenses</b>							
ERFUTA: 0.00 ERFICA-SS: 83.76 ERFICA-MED: 19.59 Michigan SUI: 0.00							
<b>4</b>	<b>Fink, Chester A</b>				<b>Check # 5350</b>		<b>12/30/16</b>
Bonus	500.00	0.0000	500.00	FICA-SS	60.83		
Wages	9.25	48.0000	481.00	FICA-MED	14.23		
				FIT	116.33		
				Michigan SIT	41.69		
Totals		48.0000	981.00		233.08		0.00
						<b>Net Check</b>	747.92
						<b>Net Pay</b>	<u>747.92</u>
<b>Company Expenses</b>							
ERFUTA: 0.00 ERFICA-SS: 60.83 ERFICA-MED: 14.23 Florida SUI: 0.00 Michigan SUI: 0.00							
<b>Department: Management</b>							
<b>1</b>	<b>Eddington, Terry J</b>				<b>Check # 5347</b>		<b>12/30/16</b>
Bonus	2,500.00	0.0000	2,500.00	FICA-SS	283.97	401(k)	126.92
Salary	2,115.38	104.0000	2,115.38	FICA-MED	66.41	Medical Insurance	35.17
				FIT	705.82		
				Michigan SIT	189.26		
Totals		104.0000	4,615.38		1,245.46		162.09
						<b>Net Dir Dep</b>	3,207.83
						<b>Net Pay</b>	<u>3,207.83</u>
<b>Company Expenses</b>							
ERFUTA: 0.00 ERFICA-SS: 283.97 ERFICA-MED: 66.41 Michigan SUI: 0.00 401(k) Match: 126.92							
<b>Department: Office staff</b>							

**Payroll Sample Client**  
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All Bank Accounts  
 December 30, 2016

Pay Description	Rate	Total Hours	Amount	Withholding Taxes	Amount	Deductions	Amount	
<b>2 Harmon, Sarah W</b>								
				<b>Check # 5348</b>		<b>12/30/16</b>		
Bonus	250.00	0.0000	250.00	FICA-SS	48.05	401(k)	31.50	
Wages	10.50	46.0000	525.00	FICA-MED	11.23	FSA	30.00	
				FIT	69.02			
				Michigan SIT	31.60			
Totals		46.0000	775.00		159.90		61.50	
							<b>Net Check</b>	553.60
							<b>Net Pay</b>	<u>553.60</u>
<b>Company Expenses</b>								
ERFUTA: 0.00 ERFICA-SS: 48.05 ERFICA-MED: 11.23 Michigan SUI: 0.00 401(k) Match: 31.50								
<b>5 Spencer, Rodney H</b>								
				<b>Check # 5351</b>		<b>12/30/16</b>		
Bonus	500.00	0.0000	500.00	FICA-SS	99.33	401(k)	33.06	
Wages	9.50	102.0000	1,102.00	FICA-MED	23.23			
				FIT	150.34			
				Michigan SIT	66.68			
Totals		102.0000	1,602.00		339.58		33.06	
							<b>Net Check</b>	1,229.36
							<b>Net Pay</b>	<u>1,229.36</u>
<b>Company Expenses</b>								
ERFUTA: 0.00 ERFICA-SS: 99.33 ERFICA-MED: 23.23 Florida SUI: 0.00 Michigan SUI: 0.00 401(k) Match: 33.06								
<b>6 Sanders, Ellen E</b>								
				<b>Check # 5352</b>		<b>12/30/16</b>		
Bonus	500.00	0.0000	500.00	FICA-SS	93.44	401(k)	35.25	
Wages	9.50	96.0000	1,007.00	FICA-MED	21.85			
				FIT	135.76			
				Michigan SIT	62.55			
Totals		96.0000	1,507.00		313.60		35.25	
							<b>Net Check</b>	1,158.15
							<b>Net Pay</b>	<u>1,158.15</u>
<b>Company Expenses</b>								
ERFUTA: 0.00 ERFICA-SS: 93.44 ERFICA-MED: 21.85 California SUI: 0.00 Michigan SUI: 0.00 401(k) Match: 35.25								
<b>8 Beards, Jonathon T</b>								
				<b>Check # 5354</b>		<b>12/30/16</b>		
Bonus	300.00	0.0000	300.00	FICA-SS	57.73	Medical Insurance	18.29	
Wages	9.75	58.8000	649.35	FICA-MED	13.50			
				FIT	93.13			
				Michigan SIT	39.57			
Totals		58.8000	949.35		203.93		18.29	
							<b>Net Check</b>	727.13
							<b>Net Pay</b>	<u>727.13</u>
<b>Company Expenses</b>								
ERFUTA: 0.00 ERFICA-SS: 57.73 ERFICA-MED: 13.50 California SUI: 0.00 Michigan SUI: 0.00								

**Payroll Sample Client**  
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All Bank Accounts  
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Pay Description	Rate	Total Hours	Amount	Withholding Taxes	Amount	Deductions	Amount
<b>9</b>	<b>Finnegan, Samuel E</b>				<b>Check # 5355</b>		<b>12/30/16</b>
Bonus	200.00	0.0000	200.00	FICA-SS	53.90	401(k)	40.90
Commission	0.20	0.0000	208.00	FICA-MED	12.61	Medical Insurance	12.19
Wages	9.25	43.2000	473.60	FICA-MED2	0.00		
				FIT	118.64		
				California SIT	9.66		
				Michigan SIT	35.21		
Totals		<u>43.2000</u>	<u>881.60</u>		<u>230.02</u>		<u>53.09</u>
						<b>Net Check</b>	598.49
						<b>Net Pay</b>	<u>598.49</u>

**Sales**

1,040.00

**Company Expenses**

ERFUTA: 0.00    ERFICA-SS: 53.90    ERFICA-MED: 12.61    California SUI: 0.00    Michigan SUI: 0.00  
 401(k) Match: 40.90

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All Bank Accounts  
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Pay Description	Rate	Total Hours	Amount	Withholding Taxes	Amount	Deductions	Amount
<b>Location: Fresno Location</b>							
<b>Department: Management</b>							
<b>7</b>	<b>Anderson, Abigail A</b>				<b>Check # 5353</b>		<b>12/30/16</b>
Bonus	2,500.00	0.0000	2,500.00	FICA-SS	314.07	401(k)	194.71
Salary	1,730.77	104.0000	2,596.14	FICA-MED	73.46	Medical Insurance	30.48
				FIT	1,071.82		
				California SIT	375.62		
				Michigan SIT	207.02		
				California SDI	45.59		
Totals		104.0000	5,096.14		2,087.58		225.19
						<b>Net Dir Dep</b>	2,783.37
						<b>Net Pay</b>	<u>2,783.37</u>
<b>Company Expenses</b>							
ERFUTA: 0.00 ERFICA-SS: 314.07 ERFICA-MED: 73.46 California SUI: 0.00 Michigan SUI: 0.00 401(k) Match: 155.77							
<b>Department: Office staff</b>							
<b>8</b>	<b>Beards, Jonathon T</b>				<b>Check # 5354</b>		<b>12/30/16</b>
Bonus	200.00	0.0000	200.00	FICA-SS	38.48	Medical Insurance	12.19
Wages	9.75	39.2000	432.90	FICA-MED	9.00		
				FIT	62.09		
				California SDI	5.59		
Totals		39.2000	632.90		115.16		12.19
						<b>Net Check</b>	505.55
						<b>Net Pay</b>	<u>505.55</u>
<b>Company Expenses</b>							
ERFUTA: 0.00 ERFICA-SS: 38.48 ERFICA-MED: 9.00 California SUI: 0.00 Michigan SUI: 0.00							
<b>9</b>	<b>Finnegan, Samuel E</b>				<b>Check # 5355</b>		<b>12/30/16</b>
Bonus	300.00	0.0000	300.00	FICA-SS	80.85	401(k)	61.34
Commission	0.20	0.0000	312.00	FICA-MED	18.91	Medical Insurance	18.29
Wages	9.25	64.8000	710.40	FICA-MED2	0.00		
				FIT	177.96		
				California SIT	14.50		
				California SDI	11.74		
Totals		64.8000	1,322.40		303.96		79.63
						<b>Net Check</b>	938.81
						<b>Net Pay</b>	<u>938.81</u>
<b>Sales</b>							
1,560.00							
<b>Company Expenses</b>							
ERFUTA: 0.00 ERFICA-SS: 80.85 ERFICA-MED: 18.91 California SUI: 0.00 Michigan SUI: 0.00 401(k) Match: 61.34							

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Pay Description	Total Hours	Amount	Withholding Taxes	Amount	Deductions	Amount
<b>Location Totals</b>						
<b>Location: Ann Arbor Location</b>						
Bonus	0.0000	5,500.00	FICA-SS	829.06	401(k)	299.13
Commission	0.0000	208.00	FICA-MED	193.89	Medical Insurance	65.65
Salary	104.0000	2,115.38	FICA-MED2	0.00	FSA	60.00
Wages	528.0000	5,613.95	FIT	1,575.72		
			Michigan SIT	555.58		
			California SIT	9.66		
Totals	632.0000	13,437.33		3,163.91		424.78
					<b>Net Check</b>	6,640.81
					<b>Net Dir Dep</b>	3,207.83
					<b>Net Pay</b>	<u>9,848.64</u>
<b>Sales</b>						
1,040.00						
<b>Company Expenses</b>						
ERFUTA: 0.00    ERFICA-SS: 829.06    ERFICA-MED: 193.89    Michigan SUI: 0.00    Florida SUI: 0.00						
California SUI: 0.00    401(k) Match: 299.13						
<b>Location: Fresno Location</b>						
Bonus	0.0000	3,000.00	FICA-SS	433.40	401(k)	256.05
Commission	0.0000	312.00	FICA-MED	101.37	Medical Insurance	60.96
Salary	104.0000	2,596.14	FICA-MED2	0.00		
Wages	104.0000	1,143.30	FIT	1,311.87		
			California SIT	390.12		
			Michigan SIT	207.02		
			California SDI	62.92		
Totals	208.0000	7,051.44		2,506.70		317.01
					<b>Net Check</b>	1,444.36
					<b>Net Dir Dep</b>	2,783.37
					<b>Net Pay</b>	<u>4,227.73</u>
<b>Sales</b>						
1,560.00						
<b>Company Expenses</b>						
ERFUTA: 0.00    ERFICA-SS: 433.40    ERFICA-MED: 101.37    California SUI: 0.00    Michigan SUI: 0.00						
401(k) Match: 217.11						

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All Bank Accounts  
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Pay Description	Total Hours	Amount	Withholding Taxes	Amount	Deductions	Amount
<b>Department Totals</b>						
<b>Department: Auxiliary staff</b>						
Bonus	0.0000	1,250.00	FICA-SS	192.64	401(k)	31.50
Wages	182.0000	1,857.00	FICA-MED	45.06	FSA	30.00
			FIT	303.01		
			Michigan SIT	<u>130.71</u>		
Totals	<u>182.0000</u>	<u>3,107.00</u>		<u>671.42</u>		<u>61.50</u>
					<b>Net Check</b>	2,374.08
					<b>Net Pay</b>	<u>2,374.08</u>
<b>Company Expenses</b>						
ERFUTA: 0.00 ERFICA-SS: 192.64 ERFICA-MED: 45.06 Michigan SUI: 0.00 Florida SUI: 0.00 401(k) Match: 31.50						
<b>Department: Management</b>						
Bonus	0.0000	5,000.00	FICA-SS	598.04	401(k)	321.63
Salary	208.0000	4,711.52	FICA-MED	139.87	Medical Insurance	65.65
			FIT	1,777.64		
			Michigan SIT	396.28		
			California SIT	375.62		
			California SDI	<u>45.59</u>		
Totals	<u>208.0000</u>	<u>9,711.52</u>		<u>3,333.04</u>		<u>387.28</u>
					<b>Net Dir Dep</b>	5,991.20
					<b>Net Pay</b>	<u>5,991.20</u>
<b>Company Expenses</b>						
ERFUTA: 0.00 ERFICA-SS: 598.04 ERFICA-MED: 139.87 Michigan SUI: 0.00 California SUI: 0.00 401(k) Match: 282.69						
<b>Department: Office staff</b>						
Bonus	0.0000	2,250.00	FICA-SS	471.78	401(k)	202.05
Commission	0.0000	520.00	FICA-MED	110.33	Medical Insurance	60.96
Wages	450.0000	4,900.25	FICA-MED2	0.00	FSA	30.00
			FIT	806.94		
			Michigan SIT	235.61		
			California SIT	24.16		
			California SDI	<u>17.33</u>		
Totals	<u>450.0000</u>	<u>7,670.25</u>		<u>1,666.15</u>		<u>293.01</u>
					<b>Net Check</b>	5,711.09
					<b>Net Pay</b>	<u>5,711.09</u>
<b>Sales</b>						
2,600.00						
<b>Company Expenses</b>						
ERFUTA: 0.00 ERFICA-SS: 471.78 ERFICA-MED: 110.33 Michigan SUI: 0.00 Florida SUI: 0.00 California SUI: 0.00 401(k) Match: 202.05						

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All Bank Accounts  
 December 30, 2016

Pay Description	Total Hours	Amount	Withholding Taxes	Amount	Deductions	Amount
<b>Employee Totals</b>						
<b>1</b>	<b>Eddington, Terry J</b>					
Bonus	0.0000	2,500.00	FICA-SS	283.97	401(k)	126.92
Salary	104.0000	2,115.38	FICA-MED	66.41	Medical Insurance	35.17
			FIT	705.82		
			Michigan SIT	189.26		
Totals	104.0000	4,615.38		1,245.46		162.09
					<b>Net Dir Dep</b>	3,207.83
					<b>Net Pay</b>	<u>3,207.83</u>
<b>Accruable Benefits</b>						
Sick Used: 0.0000 Accrued: 0.0000						
Vacation Used: 40.0000 Accrued: 0.0000						
<b>Direct Deposit Distributions</b>						
Routing Number: 031000053 Account Number: 1111111222 Amount: 3,207.83						
<b>Company Expenses</b>						
ERFUTA: 0.00 ERFICA-SS: 283.97 ERFICA-MED: 66.41 Michigan SUI: 0.00 401(k) Match: 126.92						
<b>2</b>	<b>Harmon, Sarah W</b>					
Bonus	0.0000	500.00	FICA-SS	96.10	401(k)	63.00
Wages	92.0000	1,050.00	FICA-MED	22.47	FSA	60.00
			FIT	138.05		
			Michigan SIT	63.20		
Totals	92.0000	1,550.00		319.82		123.00
					<b>Net Check</b>	1,107.18
					<b>Net Pay</b>	<u>1,107.18</u>
<b>Accruable Benefits</b>						
Sick Used: 0.0000 Accrued: 1.1520						
Vacation Used: 32.0000 Accrued: 2.3100						
<b>Company Expenses</b>						
ERFUTA: 0.00 ERFICA-SS: 96.10 ERFICA-MED: 22.47 Michigan SUI: 0.00 401(k) Match: 63.00						
<b>3</b>	<b>Cooper, Dennis B</b>					
Bonus	0.0000	500.00	FICA-SS	83.76		
Wages	88.0000	851.00	FICA-MED	19.59		
			FIT	117.65		
			Michigan SIT	57.42		
Totals	88.0000	1,351.00		278.42		0.00
					<b>Net Check</b>	1,072.58
					<b>Net Pay</b>	<u>1,072.58</u>
<b>Accruable Benefits</b>						
Sick Used: 0.0000 Accrued: 0.9216						
Vacation Used: 40.0000 Accrued: 1.8480						
<b>Company Expenses</b>						
ERFUTA: 0.00 ERFICA-SS: 83.76 ERFICA-MED: 19.59 Michigan SUI: 0.00						

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<b>4 Fink, Chester A</b>						
Bonus	0.0000	500.00	FICA-SS	60.83		
Wages	48.0000	481.00	FICA-MED	14.23		
			FIT	116.33		
			Michigan SIT	41.69		
Totals	48.0000	981.00		233.08		0.00
					<b>Net Check</b>	747.92
					<b>Net Pay</b>	<u>747.92</u>
<b>Company Expenses</b>						
ERFUTA: 0.00 ERFICA-SS: 60.83 ERFICA-MED: 14.23 Florida SUI: 0.00 Michigan SUI: 0.00						
<b>5 Spencer, Rodney H</b>						
Bonus	0.0000	500.00	FICA-SS	99.33	401(k)	33.06
Wages	102.0000	1,102.00	FICA-MED	23.23		
			FIT	150.34		
			Michigan SIT	66.68		
Totals	102.0000	1,602.00		339.58		33.06
					<b>Net Check</b>	1,229.36
					<b>Net Pay</b>	<u>1,229.36</u>
<b>Accruable Benefits</b>						
Sick Used: 0.0000 Accrued: 1.1904						
Vacation Used: 40.0000 Accrued: 2.3870						
<b>Company Expenses</b>						
ERFUTA: 0.00 ERFICA-SS: 99.33 ERFICA-MED: 23.23 Florida SUI: 0.00 Michigan SUI: 0.00 401(k) Match: 33.06						
<b>6 Sanders, Ellen E</b>						
Bonus	0.0000	500.00	FICA-SS	93.44	401(k)	35.25
Wages	96.0000	1,007.00	FICA-MED	21.85		
			FIT	135.76		
			Michigan SIT	62.55		
Totals	96.0000	1,507.00		313.60		35.25
					<b>Net Check</b>	1,158.15
					<b>Net Pay</b>	<u>1,158.15</u>
<b>Accruable Benefits</b>						
Sick Used: 0.0000 Accrued: 1.2288						
Vacation Used: 32.0000 Accrued: 2.4640						
<b>Company Expenses</b>						
ERFUTA: 0.00 ERFICA-SS: 93.44 ERFICA-MED: 21.85 California SUI: 0.00 Michigan SUI: 0.00 401(k) Match: 35.25						



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Pay Description	Total Hours	Amount	Withholding Taxes	Amount	Deductions	Amount
<b>7 Anderson, Abigail A</b>						
Bonus	0.0000	2,500.00	FICA-SS	314.07	401(k)	194.71
Salary	104.0000	2,596.14	FICA-MED	73.46	Medical Insurance	30.48
			FIT	1,071.82		
			California SIT	375.62		
			Michigan SIT	207.02		
			California SDI	45.59		
Totals	104.0000	5,096.14		2,087.58		225.19
					<b>Net Dir Dep</b>	2,783.37
					<b>Net Pay</b>	<u>2,783.37</u>
<b>Accruable Benefits</b>						
Sick Used: 0.0000 Accrued: 0.0000						
Vacation Used: 40.0000 Accrued: 0.0000						
<b>Direct Deposit Distributions</b>						
Routing Number: 041200050 Account Number: 7777777999 Amount: 695.84						
Routing Number: 011900254 Account Number: 7777777888 Amount: 2,087.53						
<b>Company Expenses</b>						
ERFUTA: 0.00 ERFICA-SS: 314.07 ERFICA-MED: 73.46 California SUI: 0.00 Michigan SUI: 0.00						
401(k) Match: 155.77						
<b>8 Beards, Jonathon T</b>						
Bonus	0.0000	500.00	FICA-SS	96.21	Medical Insurance	30.48
Wages	98.0000	1,082.25	FICA-MED	22.50		
			FIT	155.22		
			Michigan SIT	39.57		
			California SDI	5.59		
Totals	98.0000	1,582.25		319.09		30.48
					<b>Net Check</b>	1,232.68
					<b>Net Pay</b>	<u>1,232.68</u>
<b>Accruable Benefits</b>						
Sick Used: 0.0000 Accrued: 1.2672						
Vacation Used: 32.0000 Accrued: 2.5410						
<b>Company Expenses</b>						
ERFUTA: 0.00 ERFICA-SS: 96.21 ERFICA-MED: 22.50 California SUI: 0.00 Michigan SUI: 0.00						
<b>9 Finnegan, Samuel E</b>						
Bonus	0.0000	500.00	FICA-SS	134.75	401(k)	102.24
Commission	0.0000	520.00	FICA-MED	31.52	Medical Insurance	30.48
Wages	108.0000	1,184.00	FICA-MED2	0.00		
			FIT	296.60		
			California SIT	24.16		
			Michigan SIT	35.21		
			California SDI	11.74		
Totals	108.0000	2,204.00		533.98		132.72
					<b>Net Check</b>	1,537.30
					<b>Net Pay</b>	<u>1,537.30</u>
<b>Sales</b>						
2,600.00						
<b>Accruable Benefits</b>						
Sick Used: 0.0000 Accrued: 0.0000						
Vacation Used: 40.0000 Accrued: 0.0000						
<b>Company Expenses</b>						
ERFUTA: 0.00 ERFICA-SS: 134.75 ERFICA-MED: 31.52 California SUI: 0.00 Michigan SUI: 0.00						
401(k) Match: 102.24						

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All Bank Accounts  
 December 30, 2016

Pay Description	Total Hours	Amount	Withholding Taxes	Amount	Deductions	Amount
<b>Company Totals</b>						
Bonus	0.0000	8,500.00	FICA-SS	1,262.46	401(k)	555.18
Commission	0.0000	520.00	FICA-MED	295.26	Medical Insurance	126.61
Salary	208.0000	4,711.52	FICA-MED2	0.00	FSA	60.00
Wages	632.0000	6,757.25	FIT	2,887.59		
			Michigan SIT	762.60		
			California SIT	399.78		
			California SDI	62.92		
Totals	840.0000	20,488.77		5,670.61		741.79
					<b>Net Check</b>	8,085.17
					<b>Net Dir Dep</b>	5,991.20
					<b>Net Pay</b>	<u>14,076.37</u>

**Sales**

2,600.00

**Accruable Benefits**

Sick Used: 0.0000 Accrued: 0.0000

Vacation Used: 120.0000 Accrued: 0.0000

Sick Used: 0.0000 Accrued: 5.7600

Vacation Used: 176.0000 Accrued: 11.5500

**Company Expenses**

ERFUTA: 0.00 ERFICA-SS: 1262.46 ERFICA-MED: 295.26 Michigan SUI: 0.00 Florida SUI: 0.00

California SUI: 0.00 401(k) Match: 516.24