



# Understanding your Payroll Register

# Check Date and Payroll Period

<b>Payroll Register (S109)</b>	
Check Date :	11/17/2017-1
Period Range :	11/06/2017 TO 11/19/2017
Week Number :	Week #46

At the top right hand corner of your payroll register will display your check date and payroll reporting period




# Earnings Column

#JECLIENT Jason Emrick Demo Client

Payroll Register (S109)	
Check Date :	11/17/2017-1
Period Range :	11/06/2017 TO 11/19/2017
Week Number :	Week #46

Employee Name		Social Security Number		Salary	Frequency	Check Number	Check Date	Check Type	Net Check			
Earnings Description	Rate of Pay	Current Hours	Current Amount	YTD Hours	YTD Amount	Taxes Description	Current Amount	YTD Amount				
Bush, George W - 3 - XXX-XX-XXXX -				LA	LA	0.00	Bi-Weekly	-9999982	11/17/2017	Regular	347.91	
02 Regular	8.00	40.00	320.00	40.00	320.00	29 Loan	18.00	18.00		Federal (S/1)	17.58	17.58
04 Bonus	8.00	0.00	100.00	0.00	100.00					OASDI	26.04	26.04
										Medicare	6.09	6.09
										State LA (1/1)	4.38	4.38
Check Totals:		40.00	420.00	40.00	420.00		18.00	18.00			54.09	54.09
Obama, Barack - 2 - XXX-XX-XXXX -				LA	LA	0.00	Bi-Weekly	-9999983	11/17/2017	Regular	414.72	
02 Regular	15.00	32.00	480.00	32.00	480.00					Federal (S/D)	43.80	43.80
04 Bonus	15.00	0.00	20.00	0.00	20.00					OASDI	31.00	31.00
										Medicare	7.25	7.25
										State LA (2/)	3.23	3.23
Check Totals:		32.00	500.00	32.00	500.00			0.00	0.00		85.28	85.28
Company						2 Checks	2 EMPLOYEES					762.63
02 Regular	0.00	72.00	800.00	112.00	1,340.00					Federal	61.38	171.96
04 Bonus	0.00	0.00	120.00	0.00	1,120.00					OASDI	57.04	152.52
										Medicare	13.34	35.67
										State LA	7.61	31.10
											139.37	391.25
										ER OASDI	57.04	152.52
										ER MEDICARE	13.34	35.67
										ER FUI	5.52	14.76
Company Totals:		72.00	920.00	112.00	2,460.00		18.00	466.45			215.27	594.20

**Earnings Column**

-  Displays the rate of pay for each earning code for current check
-  Displays earnings by hours and amount for current check
-  Displays employee year to date earnings by hours and amount

# Deductions Column

#JECLIENT Jason Emrick Demo Client

Payroll Register (S109)	
Check Date :	11/17/2017-1
Period Range :	11/06/2017 TO 11/19/2017
Week Number :	Week #46

Employee Name		Social Security Number		Salary	Frequency	Check Number	Check Date	Check Type	Net Check	
Earnings Description	Rate of Pay	Current Hours	Current Amount	YTD Hours	YTD Amount	Taxes Description	Current Amount	YTD Amount		
<b>Bush, George W - 3 - XXX-XX-XXXX -</b>						-99999982	11/17/2017	Regular	347.91	
02 Regular	8.00	40.00	320.00	40.00	320.00	29 Loan	18.00	18.00		
04 Bonus	8.00	0.00	100.00	0.00	100.00	Federal (S/1)		17.58	17.58	
						OASDI		26.04	26.04	
						Medicare		6.09	6.09	
						State LA (1/1)		4.38	4.38	
Check Totals:		40.00	420.00	40.00	420.00		18.00	18.00	54.09	54.09
<b>Obama, Barack - 2 - XXX-XX-XXXX -</b>						-99999983	11/17/2017	Regular	414.72	
02 Regular	15.00	32.00	480.00	32.00	480.00	Federal (S/D)		43.80	43.80	
04 Bonus	15.00	0.00	20.00	0.00	20.00	OASDI		31.00	31.00	
						Medicare		7.25	7.25	
						State LA (2/)		3.23	3.23	
Check Totals:		32.00	500.00	32.00	500.00		0.00	0.00	85.28	85.28
<b>Company</b>						2 Checks	2 EMPLOYEES		762.63	
02 Regular	0.00	72.00	800.00	112.00	1,340.00	29 Loan	18.00	68.00	171.96	
04 Bonus	0.00	0.00	120.00	0.00	1,120.00	D0Net Pay Direct De	0.00	298.45	152.52	
						D0Partial Direct Dep	0.00	100.00	35.67	
						Medicare		13.34	31.10	
						State LA		7.61	391.25	
								139.37	57.04	
						ER OASDI		57.04	152.52	
						ER MEDICARE		13.34	35.67	
						ER FUI		5.52	14.76	
								75.90	202.95	
Company Totals:		72.00	920.00	112.00	2,460.00		18.00	466.45	215.27	594.20

**Deductions Column**



Displays deduction type and amount for current check



Displays Year to Date deduction amount

# Taxes Column

#JECLIENT Jason Emrick Demo Client

Payroll Register (S109)	
Check Date :	11/17/2017-1
Period Range :	11/06/2017 TO 11/19/2017
Week Number :	Week #46

Employee Name		Social Security Number		Salary		Frequency		Check Number	Check Date	Check Type	Net Check	
Earnings Description	Rate of Pay	Hours	Current Amount	YTD Hours	YTD Amount	Deductions Description	Current Amount	YTD Amount	Tax Description	Current Amount	YTD Amount	
Bush, George W - 3 - XXX-XX-XXXX -				LA	LA	0.00	Bi-Weekly		-99999982	11/17/2017	Regular	414.72
02 Regular	8.00	40.00	320.00	40.00	320.00	29 Loan	18.00	18.00	Federal (S/1)	17.58	17.58	
04 Bonus	8.00	0.00	100.00	0.00	100.00				OASDI	26.04	26.04	
									Medicare	6.09	6.09	
									State LA (1/1)	4.38	4.38	
Check Totals:		40.00	420.00	40.00	420.00		18.00	18.00		54.09	54.09	
Obama, Barack - 2 - XXX-XX-XXXX -				LA	LA	0.00	Bi-Weekly		-99999983	11/17/2017	Regular	414.72
02 Regular	15.00	32.00	480.00	32.00	480.00				Federal (S/0)	43.80	43.80	
04 Bonus	15.00	0.00	20.00	0.00	20.00				OASDI	31.00	31.00	
									Medicare	7.25	7.25	
									State LA (2/)	3.23	3.23	
Check Totals:		32.00	500.00	32.00	500.00		0.00	0.00		85.28	85.28	
Company						2 Checks		2 EMPLOYEES			762.63	
02 Regular	0.00	72.00	800.00	112.00	1,340.00	29 Loan	18.00	68.00	Federal	61.38	171.96	
04 Bonus	0.00	0.00	120.00	0.00	1,120.00	D0Net Pay Direct De	0.00	298.45	OASDI	57.04	152.52	
						D0Partial Direct Dep	0.00	100.00	Medicare	13.34	35.67	
									State LA	7.61	31.10	
									ER OASDI		391.25	
									ER MEDICARE	13.34	35.67	
									ER FUI	5.52	14.76	
										75.90	202.95	
Company Totals:		72.00	920.00	112.00	2,460.00		18.00	466.45		215.27	594.20	



Displays each tax type. Federal= Federal withholding, OASDI= Social Security, Medicare and State = State Withholding



Displays tax withholding for current check



Displays the employee's year to date taxes withheld

**Taxes Column**

# Department totals

For those companies that have departments identified on payroll, the payroll register will break these out by department

Department: 101 - Operations									
Bush, George W - 3 - XXX-XX-XXXX -	LA	LA	0.00	Bi-Weekly	-99999982	11/17/2017	Regular	365.91	
02 Regular	8.00	40.00	320.00	40.00	320.00	Federal (S/1)	17.58	17.58	
04 Bonus	8.00	0.00	100.00	0.00	100.00	OASDI	26.04	26.04	
						Medicare	6.09	6.09	
						State LA (1/1)	4.38	4.38	
Check Totals:	40.00	420.00	40.00	420.00	0.00	0.00	54.09	54.09	
<b>101 - Operations</b>					<b>1 Checks</b>	<b>1 EMPLOYEES</b>			365.91
02 Regular	0.00	40.00	320.00	40.00	320.00	Federal	17.58	17.58	
04 Bonus	0.00	0.00	100.00	0.00	100.00	OASDI	26.04	26.04	
						Medicare	6.09	6.09	
						State LA	4.38	4.38	
							54.09	54.09	
						ER OASDI	26.04	26.04	
						ER MEDICARE	6.09	6.09	
						ER FUI	2.52	2.52	
							34.65	34.65	
Department Totals:	40.00	420.00	40.00	420.00	0.00	0.00	88.74	88.74	



Department sub totals will display after the last employee in the department

# Net Check totals

#JECLIENT Jason Emrick Demo Client

Payroll Register (S109)	
Check Date :	11/17/2017-1
Period Range :	11/06/2017 TO 11/19/2017
Week Number :	Week #46

Employee Name	Social Security Number		Salary	Frequency	Check Number	Check Date	Check Type	Net Check
Earnings Description	Rate of Pay	Hours	Current Amount	YTD Amount	Taxes Description	Current Amount	YTD Amount	
Bush, George W - 3 - XXX-XX-XXXX -			0.00	Bi-Weekly	-9999982	11/17/2017	Regular	347.91
02 Regular	8.00	40.00	320.00	40.00	29 Loan	18.00	18.00	
04 Bonus	8.00	0.00	100.00	0.00	Federal (S/1)		17.58	17.58
					OASDI		26.04	26.04
					Medicare		6.09	6.09
					State LA (1/1)		4.38	4.38
Check Totals:		40.00	420.00	40.00			54.09	54.09
Obama, Barack - 2 - XXX-XX-XXXX -			0.00	Bi-Weekly	-9999983	11/17/2017	Regular	414.72
02 Regular	15.00	32.00	480.00	32.00	Federal (S/0)		43.80	43.80
04 Bonus	15.00	0.00	20.00	0.00	OASDI		31.00	31.00
					Medicare		7.25	7.25
					State LA (2/)		3.23	3.23
Check Totals:		32.00	500.00	32.00			85.28	85.28
Company					2 Checks	2 EMPLOYEES		762.63
02 Regular	0.00	72.00	800.00	112.00	29 Loan	18.00	68.00	
04 Bonus	0.00	0.00	120.00	0.00	D0Net Pay Direct De	0.00	298.45	
					D0Partial Direct Dep.	0.00	100.00	
								61.38
								57.04
								13.34
								7.61
								139.37
								391.25
								57.04
								152.52
								13.34
								35.67
								5.52
								14.76
								75.90
								202.95
Company Totals:		72.00	920.00	112.00				215.27
								594.20

Net check amount

→ If an employee has direct deposit, it will appear in the deductions section.

	0.00	Bi-Weekly
D0Net Pay Direct De	737.09	16,085.29
	737.09	16,085.29

# Company Totals

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Week Number :	Week #46

Employee Name		Social Security Number				Salary		Frequency		Check Number	Check Date	Check Type	Net Check
Earnings Description	Rate of Pay	Current Hours	Current Amount	YTD Hours	YTD Amount	Deductions Description	Current Amount	YTD Amount	Taxes Description	Current Amount	YTD Amount		
Bush, George W - 3 - XXX-XX-XXXX -				LA	LA	0.00	Bi-Weekly		-9999982	11/17/2017	Regular	347.91	
02 Regular	8.00	40.00	320.00	40.00	320.00	29 Loan	18.00	18.00	Federal (S/1)	17.58	17.58		
04 Bonus	8.00	0.00	100.00	0.00	100.00				OASDI	26.04	26.04		
									Medicare	6.09	6.09		
									State LA (1/1)	4.38	4.38		
Check Totals:		40.00	420.00	40.00	420.00		18.00	18.00		54.09	54.09		
Obama, Barack - 2 - XXX-XX-XXXX -				LA	LA	0.00	Bi-Weekly		-9999983	11/17/2017	Regular	414.72	
02 Regular	15.00	32.00	480.00	32.00	480.00				Federal (S/0)	43.80	43.80		
04 Bonus	15.00	0.00	20.00	0.00	20.00				OASDI	31.00	31.00		
									Medicare	7.25	7.25		
									State LA (2/)	3.23	3.23		
Check Totals:		32.00	500.00	32.00	500.00		0.00	0.00		85.28	85.28		
Company						2 Checks	2 EMPLOYEES					762.63	
02 Regular	0.00	72.00	800.00	112.00	1,340.00	29 Loan	18.00	68.00	Federal	61.38	171.96		
04 Bonus	0.00	0.00	120.00	0.00	1,120.00	D0Net Pay Direct Dr	0.00	298.45	OASDI	57.04	152.52		
						D0Partial Direct Dep	0.00	100.00	Medicare	13.34	35.67		
									State LA	7.61	31.10		
										139.37	391.25		
									ER OASDI	57.04	152.52		
									ER MEDICARE	13.34	35.67		
									ER FUI	5.52	14.76		
Company Totals:		72.00	920.00	112.00	2,460.00		18.00	466.45		215.27	594.20		

The Company totals section will display at the end of each payroll register. The information provided here will break out Company totals for earnings, deductions and taxes.

The total amount debited from the company bank account can easily be found on the Cover Letter included with your regular payroll reports email.