

PAYROLL REPORTS CROSS REFERENCE GUIDE

PREVIOUS REPORT (CASH REQUIREMENTS AND DEPOSITS)

Sample Client Cash Requirements and Deposits				
All Bank Accounts August 19, 2022				
Bank Name	Bank Routing Number	Description	Amount	Total
Cash Required for Net Pay and Electronic Funds Transfer (EFT)				
Huntington National Bank	041000153	Net Pay Distributions		
		Net Direct Deposits	7,549.11	
		Net Pay		A 7,549.11
Huntington National Bank	041000153	Employee Taxes		
		FICA-SS	624.36	
		FICA-MED	146.02	
		FIT	1,263.33	
		Ohio SIT	142.17	
		Ohio Cleveland City Tax	251.76	
		Employer Taxes		
		ERFUTA	11.21	
		ERFICA-SS	624.36	
		ERFICA-MED	146.02	
		Ohio SUI	96.79	
		Taxes Total		D 3,306.02
		Payroll Total		10,855.13
Cash Required for Manual Liabilities				
		Vendor Checks		
		Simple IRA	187.58	
		Payroll Total		C 187.58
Cash Required for Billing Detail				
		Bill for - Sample Client		
		Base Fee	46.00	
		Check	9 29.70	
		Direct Deposit	10 5.00	
		Less Discount		(12.11)
		Sales Tax		6.46
		Billing Totals		B 75.05
Total Cash Required				
		Total Cash Required for this Payroll		E 11,117.76

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A - NET DIRECT DEPOSIT

B - BILLING TOTALS

C - VENDOR OR AGENCY CHECKS

D - TAXES TOTAL

E - TOTAL CASH REQUIRED FOR THIS PAYROLL

NEW REPORT (COVER LETTER)

#Demo Sample Client

Cover Letter (S193)

Check Date :	08/19/2022-1
Period Range :	08/01/2022 TO 08/14/2022
Week Number :	Week #33

This document identifies the funding requirements needed per payroll.

Payroll Totals:

Checks

Total Regular Checks	0	0.00	
Total Direct Deposits	8	7,549.11	A
Total Email Payroll Vouchers	0		
Total Manual Checks	0	0.00	
Total 3rd Party Checks	0	0.00	
Total Void Checks	0	0.00	

Total Net Payroll

8 Items

7,549.11

Total Billing Impound

75.05 B

Total Agency Checks

0

0.00

Total Agency Checks DD

1

187.58 C

Total Agency Checks Void

0

0.00

Total Tax Deposit Checks

Tax deposit to be made by Compass Payroll Services

Sum of Checks

7,811.74

Total of Checks Printed

9 Items

3,306.02 D

Total Tax Liability

0.00

Total Workers Comp Liability

0.00

Total Payroll Liability

11,117.76

Total Direct Deposits

7,549.11

Total Debited From Account

11,117.76 E

NEXT PERIOD DATES

Check Date: 11/10/2022 Week 45

Period Begin: 10/24/2022

Period End: 11/06/2022

Call In Date: 11/07/2022 Week 45

Payroll rep:

Compass Payroll Services

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e-mail: info@compasspayroll.com

Date Printed: 12/16/2022 9:34:03 AM (UTC-05:00)

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PAYROLL REPORTS CROSS REFERENCE GUIDE

PREVIOUS REPORT (PAYROLL JOURNAL WITH DETAILED HOURS)

Sample Client Payroll Journal with Detailed Hours All Bank Accounts August 19, 2022											
Pay Description	Rate	Reg Hours	OT Hours	DT Hours	Ben Hours	Amount	Withholding Taxes	Amount	Deductions	Amount	
Work Location: Business Location Department:											
127	CREGG, CLAUDIA JEAN							Check # 670			08/19/22
Wages	13.50	62.5000	0.0000	0.0000	0.0000	843.75	FICA-SS	52.31			
							FICA-MED	12.23			
							Ohio SIT	13.04			
							Ohio Cleveland City Tax	21.09			
Totals		62.5000	0.0000	0.0000	0.0000	843.75		98.67			
										745.08	
										745.08	
Company Expenses											
ERFUTA: 4.18	ERFICA-SS: 52.31	ERFICA-MED: 12.23	Ohio SUI: 40.50								
004	MCGARRY, LEOPOLD							Check # 671			08/19/22
Salary	1,889.23	0.0000	0.0000	0.0000	0.0000	1,889.23	FICA-SS	117.13			
Retro Pay	0.00	0.0000	0.0000	0.0000	0.0000	0.00	FICA-MED	27.39			
							FIT	150.90			
							Ohio SIT	46.94			
							Ohio Cleveland City Tax	47.23			
Totals		0.0000	0.0000	0.0000	0.0000	1,889.23		389.59			
										1,499.64	
										1,499.64	
Company Expenses											
ERFUTA: 0.00	ERFICA-SS: 117.13	ERFICA-MED: 27.39	Ohio SUI: 0.00								
129	LYMAN, JOSH							Check # 672			08/19/22
Wages	14.00	23.5000	0.0000	0.0000	0.0000	329.00	FICA-SS	20.39			
							FICA-MED	4.77			
							Ohio SIT	2.33			
							Ohio Cleveland City Tax	8.23			
Totals		23.5000	0.0000	0.0000	0.0000	329.00		35.72			
										293.28	
										293.28	
Company Expenses											
ERFUTA: 1.97	ERFICA-SS: 20.39	ERFICA-MED: 4.77	Ohio SUI: 15.79								

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NEW REPORT (PAYROLL REGISTER S109)

#DEMO Sample Client

Payroll Register (S109)			
Check Date :	08/19/2022-1		
Period Range :	08/01/2022 TO 08/14/2022		
Week Number :	Week #33		

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
Cregg, Claudia Jean - 127 - XXX-XX-XXXX -								
02 Regular	13.50	62.50	843.75	537.50	7,119.75			
03 Overtime	0.00	0.00	0.00	1.50	28.13			
Check Totals:								
		62.50	843.75	539.00	7,147.88			
McGarry, Leopold - 004 - XXX-XX-XXXX -								
01 Salary	0.00	0.00	1,889.23	0.00	29,745.01			
02 Mileage Reim	0.00	0.00	0.00	0.00	6.24			
Check Totals:								
		0.00	1,889.23	0.00	29,751.25			
Ziegler, Toby - 121 - XXX-XX-XXXX -								
02 Regular	16.50	78.50	1,295.25	1278.50	19,298.08	35 Simple IRA	38.86	485.95
03 Overtime	0.00	0.00	0.00	3.50	77.38	30 Simple IRA Match	38.86	485.95
02 Mileage Reim	0.00	0.00	0.00	0.00	29.00			
Check Totals:								
		78.50	1,295.25	1282.00	19,404.46		77.72	971.90
Lyman, Josh - 129 - XXX-XX-XXXX -								
02 Regular	14.00	23.50	329.00	350.50	4,907.00			
Check Totals:								
		23.50	329.00	350.50	4,907.00		0.00	0.00
Seaborn, Samuel - 123 - XXX-XX-XXXX -								
02 Regular	15.00	66.50	997.50	1310.50	19,074.50	35 Simple IRA	29.93	486.89
Check Totals:								
		66.50	997.50	1310.50	19,074.50		29.93	486.89

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- D - TOTAL GROSS SALARIES-CURRENT PAY
- E - TOTAL GROSS WAGES-CURRENT PAY
- F - TOTAL DEDUCTIONS-CURRENT PAY
- G - TOTAL COMPANY MATCH-CURRENT PAY
- H - TOTAL COMPANY TAXES-CURRENT PAY

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PAYROLL REPORTS CROSS REFERENCE GUIDE

PREVIOUS REPORT (PAYROLL JOURNAL WITH DETAILED HOURS)

Sample Client Payroll Journal with Detailed Hours All Bank Accounts August 19, 2022												
Pay Description	Rate	Reg Hours	OT Hours	DT Hours	Ben Hours	Amount	Withholding Taxes	Amount	Deductions	Amount		
123	SEABORN, SAMUEL						Check # 673		08/19/22			
Wages	15.00	66.5000	0.0000	0.0000	0.0000	997.50	FICA-SS	61.84	Simple IRA	29.93		
							FICA-MED	14.47				
							FIT	48.44				
							Ohio SIT	16.76				
							Ohio Cleveland City Tax	24.94				
Totals		66.5000	0.0000	0.0000	0.0000	997.50		166.45		29.93		
										Net Direct Deposit	801.12	
										Net Pay	801.12	
Company Expenses												
ERFUTA: 0.00 ERFICA-SS: 61.84 ERFICA-MED: 14.47 Ohio SUI: 0.00 Simple IRA Match: 29.93												
121	ZIEGLER, TOBY						Check # 674		08/19/22			
Wages	16.50	78.5000	0.0000	0.0000	0.0000	1,295.25	FICA-SS	80.31	Simple IRA	38.86		
Mileage	0.00	0.0000	0.0000	0.0000	0.0000	0.00	FICA-MED	18.78				
							FIT	83.09				
							Ohio SIT	26.18				
							Ohio Cleveland City Tax	32.38				
Totals		78.5000	0.0000	0.0000	0.0000	1,295.25		240.74		38.86		
										Net Direct Deposit	1,015.65	
										Net Pay	1,015.65	
Company Expenses												
ERFUTA: 0.00 ERFICA-SS: 80.31 ERFICA-MED: 18.78 Ohio SUI: 0.00 Simple IRA Match: 38.86												
001	BARTLETT, JOSIAH						Check # 675		08/19/22			
Salary	2,692.31	0.0000	0.0000	0.0000	0.0000	2,692.31	FICA-SS	166.92	Employee advance	0.00		
S Corp Health Ins.	0.00	0.0000	0.0000	0.0000	0.0000	0.00	FICA-MED	39.03				
							FIT	900.00				
							Ohio Cleveland City Tax	67.31				
Totals		0.0000	0.0000	0.0000	0.0000	2,692.31		1,173.26		0.00		
										Net Direct Deposit	1,519.05	
										Net Pay	1,519.05	
Company Expenses												
ERFUTA: 0.00 ERFICA-SS: 166.92 ERFICA-MED: 39.03 Ohio SUI: 0.00												

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NEW REPORT (PAYROLL REGISTER S109)

#DEMO Sample Client

Payroll Register (S109)			
Check Date :	08/19/2022-1		
Period Range :	08/01/2022 TO 08/14/2022		
Week Number :	Week #33		

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					
03 Overtime	0.00	0.00	0.00	29.00	626.63	30 Simple IRA Match	29.93	486.89		OASDI	61.84	1,221.47					
										Medicare	14.47	285.67					
										State OH (SM/1)	16.76	367.91					
										Cleveland City Work-In Tax	24.94	492.54					
Check Totals:		66.50	997.50	1339.50	19,701.13		59.86	973.78			166.45	3,522.90					
Bartlett, Josiah - 001 - XXX-XX-XXXX -				OH	OH	500.00	Bi-Weekly			-9999730	08/19/2022	Regular				1519.05	
01 Salary	0.00	0.00	2,692.31	0.00	45,769.27	34 Roth IRA	0.00	1,500.00		Federal (T/O)	900.00	15,900.00					
										OASDI	166.92	2,837.69					
										Medicare	39.03	663.65					
										Cleveland City Work-In Tax	67.31	1,144.27					
Check Totals:		0.00	2,692.31	0.00	45,769.27		0.00	1,500.00			1,173.26	19,945.61					
Young, Charles - 122 - XXX-XX-XXXX -				OH	OH	0.00	Bi-Weekly			-9999729	08/19/2022	Regular				930.97	
02 Regular	16.50	71.50	1,179.75	1216.50	18,229.75	35 Simple IRA	25.00	350.00		Federal (T/O)	80.90	1,247.21					
03 Overtime	0.00	0.00	0.00	24.50	566.64	30 Simple IRA Match	25.00	350.00		OASDI	73.15	1,167.86					
15 Retro Pay	0.00	0.00	0.00	0.00	40.00					Medicare	17.11	273.13					
										State OH (SM/0)	23.13	360.11					
										Cleveland City Work-In Tax	29.49	470.93					
Check Totals:		71.50	1,179.75	1241.00	18,836.39		50.00	700.00			223.78	3,519.24					
Hayes, Ainsley - 130 - XXX-XX-XXXX -				OH	OH	0.00	Bi-Weekly			-9999728	08/19/2022	Regular				744.32	
02 Regular	13.50	62.50	843.75	405.50	5,396.25					OASDI	52.31	334.57					
										Medicare	12.24	78.25					
										State OH (SM/0)	13.79	82.61					
										Cleveland City Work-In Tax	21.09	134.91					
Check Totals:		62.50	843.75	405.50	5,396.25		0.00	0.00			99.43	630.34					
Company																	
01 Salary	0.00	0.00	4,581.54	0.00	75,514.28	34 Roth IRA	0.00	1,500.00		Federal	1,263.33	21,930.49					
02 Regular	0.00	365.00	5,489.00	6053.00	88,277.69	35 Simple IRA	93.79	1,671.21		OASDI	624.36	10,362.89					
03 Overtime	0.00	0.00	0.00	59.00	1,311.46	30 Simple IRA Match	93.79	1,531.85		Medicare	146.02	2,423.57					
15 Retro Pay	0.00	0.00	0.00	0.00	40.00					State OH	142.17	2,332.69					
99 Severance P	0.00	0.00	0.00	0.00	2,000.00					Cleveland City Work-In Tax	251.76	4,178.70					
02 Mileage Reim	0.00	0.00	0.00	0.00	35.24						2,427.64	41,228.34					

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PREVIOUS REPORT (PAYROLL JOURNAL WITH DETAILED HOURS)

Sample Client Payroll Journal with Detailed Hours All Bank Accounts August 19, 2022											
Pay Description	Rate	Reg Hours	OT Hours	DT Hours	Ben Hours	Amount	Withholding Taxes	Amount	Deductions	Amount	
122											
Wages	16.50	YOUNG, CHARLES	71.5000	0.0000	0.0000	0.0000	1,179.75	FICA-SS	73.15	Simple IRA	08/19/22
								FICA-MED	17.11		25.00
								FIT	80.90		
								Ohio SIT	23.13		
								Ohio Cleveland City Tax	29.49		
Totals			71.5000	0.0000	0.0000	0.0000	1,179.75		223.78		25.00
										Net Direct Deposit	930.97
										Net Pay	930.97
Company Expenses											
ERFUTA: 0.00 ERFICA-SS: 73.15 ERFICA-MED: 17.11 Ohio SUI: 0.00 Simple IRA Match: 25.00											
130											
Wages	13.50	HAYES, AINSLEY	62.5000	0.0000	0.0000	0.0000	843.75	FICA-SS	52.21		08/19/22
								FICA-MED	12.24		
								Ohio SIT	13.79		
								Ohio Cleveland City Tax	21.09		
Totals			62.5000	0.0000	0.0000	0.0000	843.75		99.43		0.00
										Net Direct Deposit	744.32
										Net Pay	744.32
Company Expenses											
ERFUTA: 5.06 ERFICA-SS: 52.31 ERFICA-MED: 12.24 Ohio SUI: 40.50											

Sample Client Payroll Journal with Detailed Hours All Bank Accounts August 19, 2022											
Pay Description	Reg Hours	OT Hours	DT Hours	Ben Hours	Amount	Withholding Taxes	Amount	Deductions	Amount		
Company Totals											
Salary	0.0000	0.0000	0.0000	0.0000	4,581.54	FICA-SS	624.36	Simple IRA	93.79		
Wages	365.0000	0.0000	0.0000	0.0000	5,489.00	Deferred FICA-SS	0.00	Employee advance	0.00		
Bonus	0.0000	0.0000	0.0000	0.0000	0.00	FICA-MED	146.02				
Retro Pay	0.0000	0.0000	0.0000	0.0000	0.00	FIT	1,263.33				
Reimbursement	0.0000	0.0000	0.0000	0.0000	0.00	Ohio SIT	142.17				
						Ohio Cleveland City Tax	251.76				
Totals	365.0000	0.0000	0.0000	0.0000	10,070.54		2,427.64				93.79
										Net Direct Deposit	7,549.11
										Net Pay	7,549.11
Company Expenses											
ERFUTA: 11.21 ERFICA-SS: 624.36 ERFICA-MED: 146.02 Ohio SUI: 96.79 Simple IRA Match: 93.79											

NEW REPORT (PAYROLL REGISTER S109)

#DEMO Sample Client

Payroll Register (S109)											
Check Date :		08/19/2022-1									
Period Range :		08/01/2022 TO 08/14/2022									
Week Number :		Week #33									
Employee Name	Rate of Pay	Current Hours	YTD Current Amount	YTD Hours	YTD Amount	Salary Deductions Description	Current Amount	YTD Amount	Check Number	Check Date	Check Type
						ER OASDI	624.42	10,362.99			
						ER MEDICARE	146.01	2,423.60			
						ER FUI	11.21	389.98			
						OH-SUI	96.79	3,703.04			
							878.43	16,879.61			
Company Totals:							365.00	10,070.54	6112.00	167,178.67	
							187.58	4,703.06			
									3,306.07	58,107.95	

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