

## Sample PayCycle Reports

You can view PayCycle reports at any time.\* Click any blue link to see the details behind the numbers. For example, click any date in the Payroll Summary report to see the individual paystub.

### Employee Reports: Payroll Summary

<b>Payroll Summary</b>								
Range: <input type="text" value="choose one..."/> or <input type="text" value="01/01/2002"/> <small>JAN 1</small> to <input type="text" value="12/31/2002"/> <small>JAN 1</small> <input type="button" value="Update Report"/>								
Date	Name	Net Amt	Hours	Taxes Withheld	Total Deductions	Employee Gross	Employer Taxes	Total Cost
<a href="#">01/04/2002</a>	Sundeep Kadakia	1167.97	40.00	550.80	12.00	1730.77	206.84	1937.61
<a href="#">01/04/2002</a>	Karen White	930.21	40.00	557.79	12.00	1500.00	179.25	1679.25
<a href="#">01/04/2002</a>	Martin Gates	1040.61	40.00	447.39	12.00	1500.00	179.25	1679.25
<a href="#">01/04/2002</a>	Stuart Oishi	932.21	40.00	557.79	10.00	1500.00	179.25	1679.25
<a href="#">01/04/2002</a>	Caroline Pappajohn	932.21	40.00	557.79	10.00	1500.00	179.25	1679.25
<a href="#">01/04/2002</a>	Kin-hong Wong	1040.61	40.00	447.39	12.00	1500.00	179.25	1679.25
<a href="#">01/04/2002</a>	Susan Dunn	799.97	40.00	257.72	0.00	1057.69	126.40	1184.09
<a href="#">01/04/2002</a>	Bob Uttenreuter	995.04	40.00	422.27	25.00	1442.31	172.35	1614.66
	<b>Totals</b>	<b>7838.83</b>		<b>3798.94</b>	<b>93.00</b>	<b>11730.77</b>	<b>1401.84</b>	<b>13132.61</b>

\* All data shown in these sample reports is based on make-believe payrolls in sample accounts.

## Employee Reports: Payroll Details

### Payroll Details

Range:  or   to

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Employee	Earnings Amt	Taxes Amt	Deductions Amt	Company Amt
Sundeep Kadakia Net 1167.97 <a href="#">01/04/2002</a>	Salary 40.0 1730.77	FIT 318.20 SS 107.31 Med 25.10 CA PIT 84.61 CA SDI 15.58	Vision Ins... 2.00 Blue Cross 10.00	FUTA 13.85 SS 107.31 Med 25.10 CA ETT 1.73 CA SUI 58.85
Karen White Net 930.21 <a href="#">01/04/2002</a>	Salary 40.0 1500.00	FIT 330.86 SS 93.00 Med 21.75 CA PIT 98.68 CA SDI 13.50	Vision Ins... 2.00 Blue Cross 10.00	FUTA 12.00 SS 93.00 Med 21.75 CA ETT 1.50 CA SUI 51.00
Martin Gates Net 1040.61 <a href="#">01/04/2002</a>	Salary 40.0 1500.00	FIT 255.89 SS 93.00 Med 21.75 CA PIT 63.25 CA SDI 13.50	Vision Ins... 2.00 Blue Cross 10.00	FUTA 12.00 SS 93.00 Med 21.75 CA ETT 1.50 CA SUI 51.00
Stuart Oishi Net 932.21 <a href="#">01/04/2002</a>	Salary 40.0 1500.00	FIT 330.86 SS 93.00 Med 21.75 CA PIT 98.68 CA SDI 13.50	Blue Cross 10.00	FUTA 12.00 SS 93.00 Med 21.75 CA ETT 1.50 CA SUI 51.00
Caroline Pappajohn Net 932.21 <a href="#">01/04/2002</a>	Salary 40.0 1500.00	FIT 330.86 SS 93.00 Med 21.75 CA PIT 98.68 CA SDI 13.50	Blue Cross 10.00	FUTA 12.00 SS 93.00 Med 21.75 CA ETT 1.50 CA SUI 51.00
Kin-hong Wong Net 1040.61 <a href="#">01/04/2002</a>	Salary 40.0 1500.00	FIT 255.89 SS 93.00 Med 21.75 CA PIT 63.25 CA SDI 13.50	Blue Cross 10.00 Vision Ins... 2.00	FUTA 12.00 SS 93.00 Med 21.75 CA ETT 1.50 CA SUI 51.00
Susan Dunn Net 799.97 <a href="#">01/04/2002</a>	Salary 40.0 1057.69	FIT 136.47 SS 65.58 Med 15.34 CA PIT 30.81 CA SDI 9.52		FUTA 8.46 SS 65.58 Med 15.34 CA ETT 1.06 CA SUI 35.96
Bob Uttenreuter Net 995.04 <a href="#">01/04/2002</a>	Salary 40.0 1442.31	FIT 240.32 SS 89.42 Med 20.91 CA PIT 58.64 CA SDI 12.98	Vision Ins... 5.00 Blue Cross 20.00	FUTA 11.54 SS 89.42 Med 20.91 CA ETT 1.44 CA SUI 49.04

**Employee Reports: Deductions**

**Deductions Report**

This report shows the total for each of Aurora Inc.'s payroll deductions during the date range you select.

Range:  or   to

Click any total to see the details that make up the total.

Description	Type	Total Withheld
Blue Cross	Medical Insurance	<a href="#">\$ 80.00</a>
Vision Insurance	Vision Insurance	<a href="#">\$ 13.00</a>

**Employee Reports: Last Paycheck**

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**Paystub for Check - 01/04/2002**  
**Pay Period: 12/29/2001 - 01/04/2002**  
**Net Pay: 995.04**

Bob Uttenreuter  
 458 First Street  
 Palo Alto, CA 94306

Aurora Inc.  
 1055 Northern Avenue  
 Menlo Park, CA 94025

Wages				
Description	Hours	Rate	Amt	YTD
Salary	40.0	36.06		1442.31
Total	40.00			\$1,442.31

Deductions		
Description	Amt	YTD
Vision Insurance	5.00	5.00
Blue Cross	20.00	20.00
Total	\$25.00	\$25.00

Taxes Withheld		
Description	Amt	YTD
Federal Income Tax	240.32	240.32
Social Security	89.42	89.42
Medicare	20.91	20.91
CA Income Tax	58.64	58.64
CA State Disability Ins	12.98	12.98
Total	\$422.27	\$422.27

Employer Taxes		
Description	Amt	YTD
FUTA Employer		11.54
Social Security Employer		89.42
Medicare Employer		20.91
CA ETT		1.44
CA SUI Employer		49.04
Total		\$172.35

Sick Hours Available: 40.77

## Employee reports: Vacation and Sick Leave Available and Used

### Vacation and Sick Leave Available and Used

Click hours to see details for the employee.

Employee	Description	Vacation Available ?	Vacation Used YTD	Description	Sick Available	Sick Used YTD
Susan Dunn	Vacation	<a href="#">11.38</a>	16.00	Sick Leave	<a href="#">32.00</a>	8.00
Sundeeep Kadakia	Vacation	<a href="#">6.00</a>	24.00	Sick Leave	<a href="#">24.00</a>	16.00
John Monson	Vacation	<a href="#">20.00</a>	24.00	Sick Leave	<a href="#">40.00</a>	0.00
Karen White	Vacation	<a href="#">2.46</a>	40.00	Sick Leave	<a href="#">40.00</a>	0.00

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# Employee Paystub

Compass Inc.  
345 San Antonio Road  
Menlo Park CA 94025

**Paystub Detail**  
PAY DATE: 08/09/2002  
NET PAY: \$306.29

Susan Dunn  
2075 Ravinia Avenue  
Palo Alto CA 94306

**EMPLOYER**  
Compass Inc.  
345 San Antonio Road  
Menlo Park CA 94025

**PAY PERIOD**  
Period Beginning: 08/03/2002  
Period Ending: 08/09/2002  
Pay Date: 08/09/2002  
Total Hours: 40.00

**EMPLOYEE**  
Susan Dunn  
2075 Ravinia Avenue  
Palo Alto CA 94306

SS#: 402-52-7789

<b>BENEFITS</b>	<b>Used</b>	<b>Available</b>	<b>NET PAY:</b>	<b>\$306.29</b>
Sick	0.00	32.00		
Vacation	8.00	35.85		

**MEMO:**  
Great work this month team!



<b>PAY</b>	<b>Hours</b>	<b>Rate</b>	<b>Current</b>	<b>YTD</b>	<b>DEDUCTIONS</b>	<b>Current</b>	<b>YTD</b>
Regular Pay	32.00	10.00	320.00	6829.60	Dental	25.00	258.00
Hourly 2	-	12.00	0.00	432.00	401K	0.00	2000.00
Vacation Pay	8.00	10.00	80.00	80.00			

<b>TAXES</b>	<b>Current</b>	<b>YTD</b>
Federal Income Tax	29.86	386.74
Social Security	24.80	455.18
Medicare	5.80	106.45
CA Income Tax	4.65	59.94
CA State Disability Ins	3.60	66.07

<b>SUMMARY</b>	<b>Current</b>	<b>YTD</b>
Total Pay	\$400.00	\$7,341.60
Taxes	\$68.71	\$1,074.38
Deductions	\$25.00	\$2,258.00

**Net Pay \$306.29**

## Employer Reports: Tax Liability Report

### Tax Liability Report

This report shows your state and federal taxes withheld, paid, and owed for the selected time range. To pay your current tax liability, go to the [Pay Taxes](#) page.

Range:  or  JAN 1 to  JAN 1

Taxes owed to EDD	Tax Withheld	Tax Paid	Tax Owed
CA ETT	-11.73	0.00	-11.73
CA Income Tax	-596.60	0.00	-596.60
CA State Disability Ins	-105.58	0.00	-105.58
CA SUI Employer	-398.85	0.00	-398.85
<b>Totals</b>	<b>1112.76</b>	<b>.00</b>	<b>1112.76</b>

Taxes owed to IRS	Tax Withheld	Tax Paid	Tax Owed
Federal Income Tax	-2199.35	0.00	-2199.35
FUTA Employer	-93.85	0.00	-93.85
Medicare	-170.10	0.00	-170.10
Medicare Employer	-170.10	0.00	-170.10
Social Security	-727.31	0.00	-727.31
Social Security Employer	-727.31	0.00	-727.31
<b>Totals</b>	<b>4088.02</b>	<b>.00</b>	<b>4088.02</b>

## Employer Reports: Tax Payments

### Tax Payments

Range:  or  JAN 1 to  JAN 1

Check Date	Tax Payment	Net Amt	Period Start	Period End
<u>12/17/2001</u>	Federal Employer's Tax	1139.48	11/01/2001	11/30/2001
<u>12/17/2001</u>	CA PIT & SDI	503.67	10/01/2001	10/31/2001
<u>12/17/2001</u>	CA PIT & SDI	228.46	11/01/2001	11/30/2001

*Payments in italics* were entered as payment history.

**Payments in bold** have been created but not approved.

## Employer Reports: Tax and Wage Summary

### Tax & Wage Summary

This report shows total subject wages and taxable wages by tax type. Click on the tax name to see subject wages by employee.

Range:  or   to

CA PIT / SDI	Total Wages ?	Excess Wages ?	Taxable Wages ?	Tax Amount ?
<a href="#">CA Income Tax</a>	\$37,750.00	\$0.00	\$37,750.00	\$1,883.86
<a href="#">CA State Disability Ins</a>	\$37,750.00	\$0.00	\$37,750.00	\$339.75
<b>Total</b>				<b>\$2,223.61</b>

CA SUI / ETT	Total Wages ?	Excess Wages ?	Taxable Wages ?	Tax Amount ?
<a href="#">CA ETT</a>	\$37,750.00	\$0.00	\$37,750.00	\$37.75
<a href="#">CA SUI Employer</a>	\$37,750.00	\$0.00	\$37,750.00	\$1,283.51
<b>Total</b>				<b>\$1,321.26</b>

Federal Taxes (941)	Total Wages ?	Excess Wages ?	Taxable Wages ?	Tax Amount ?
<a href="#">Federal Income Tax</a>	\$37,750.00	\$0.00	\$37,750.00	\$7,790.41
<a href="#">Social Security</a>	\$37,750.00	\$0.00	\$37,750.00	\$2,340.50
<a href="#">Social Security Employer</a>	\$37,750.00	\$0.00	\$37,750.00	\$2,340.50
<a href="#">Medicare</a>	\$37,750.00	\$0.00	\$37,750.00	\$547.38
<a href="#">Medicare Employer</a>	\$37,750.00	\$0.00	\$37,750.00	\$547.38
<b>Total</b>				<b>\$13,566.17</b>

Federal Unemployment (940)	Total Wages ?	Excess Wages ?	Taxable Wages ?	Tax Amount ?
<a href="#">FUTA Employer</a>	\$37,750.00	\$0.00	\$37,750.00	\$302.01
<b>Total</b>				<b>\$302.01</b>

## Employer Reports: Total Pay

### Total Pay Report

Range:  or   to

Employee Name	Regular Pay	Parking	Salary	Paycheck Tips	Hourly 2	Total
Stuart Oishi	\$4,800.00	\$20.00				<b>\$4,820.00</b>
Susan Dunn	\$5,469.60				\$240.00	<b>\$5,709.60</b>
Karen White	\$8,000.00			\$260.00		<b>\$8,260.00</b>
Martin Gates	\$4,000.00			\$155.00		<b>\$4,155.00</b>
Sundeep Kadakia			\$5,769.24			<b>\$5,769.24</b>
Penny Lam	\$14,400.00					<b>\$14,400.00</b>
Bob Uttenreuter			\$7,692.31			<b>\$7,692.31</b>
<b>Total</b>	<b>\$36,669.60</b>	<b>\$20.00</b>	<b>\$13,461.55</b>	<b>\$415.00</b>	<b>\$240.00</b>	<b>\$50,806.15</b>

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## Employer Reports: Workers' Compensation, by Class

### Workers' Compensation Report

This report shows the wages paid for each of Aurora Inc.'s employees during the date range you select.

Range:  or  JAN 1 to  JAN 1

Click in the Wages Paid column to see details.

Class Name	Premium Wages Paid ?	Wages Paid
Exempt	\$ 0.00	<a href="#">\$ 4230.77</a>
Non-exempt	\$ 0.00	<a href="#">\$ 7500.00</a>

## Employer Reports: Billing

### Billing Report


Range:  or  JAN 1 to  JAN 1

Billing report as of 01/14/2002

Date	Amount	Account	Description
01/17/2001	19.99	...8995	Service Credit
02/07/2001	10.00	...8995	Subscription Fee
02/13/2001	10.00	...8995	Subscription Fee
02/20/2001	10.00	...8995	Subscription Fee
07/09/2001	19.99	...8995	Subscription Fee
08/26/2001	21.01	...8995	Setup Fee



## Employer Reports: Total Cost

<b>Total Cost Report</b>	
Range:	<input type="text" value="choose one..."/> or <input type="text" value="05/24/2002"/> <small>JAN 1</small> to <input type="text" value="05/24/2002"/> <small>JAN 1</small>
<b>05/24/2002 - 05/24/2002</b>	
<b>Total Pay</b>	
Paycheck Wages	10438.46
Non-Paycheck Wages	0.00
Reimbursements	0.00
	<b>10438.46</b>
<b>Net Pay</b>	
Direct Deposit	0.00
Checks	6453.94
	<b>6453.94</b>
<b>Deductions</b>	
401K	811.00
Dental	50.00
Vision Insurance	3.00
	<b>864.00</b>
<b>Taxes (Employee and Employer)</b>	
CA PIT / SDI	491.23
CA SUI / ETT	103.66
Federal Taxes (941)	3248.46
Federal Unemployment (940)	23.70
	<b>3867.05</b>
<b>Total Cost</b> 	<b>11364.37</b>

## Summary of Last Paychecks

Last Paychecks as of 01/03/2002										
Employee	Earnings	Amt	Taxes	Amt	Deductions	Amt	Company	Amt		
Susan Dunn Net 799.97 <a href="#">01/04/2002</a>	Salary	40.0	1057.69	FIT	136.47		FUTA	8.46		
				SS			65.58	SS	65.58	
				Med			15.34	Med	15.34	
				CA PIT			30.81	CA ETT	1.06	
				CA SDI			9.52	CA SUI	35.96	
Martin Gates Net 1040.61 <a href="#">01/04/2002</a>	Salary	40.0	1500.00	FIT	255.89	Vision Ins...	2.00	FUTA	12.00	
				SS		93.00	Blue Cross	10.00	SS	93.00
				Med		21.75	Med	21.75		
				CA PIT		63.25	CA ETT	1.50		
				CA SDI		13.50	CA SUI	51.00		
Sundeep Kadakia Net 1167.97 <a href="#">01/04/2002</a>	Salary	40.0	1730.77	FIT	318.20	Vision Ins...	2.00	FUTA	13.85	
				SS		107.31	Blue Cross	10.00	SS	107.31
				Med		25.10	Med	25.10		
				CA PIT		84.61	CA ETT	1.73		
				CA SDI		15.58	CA SUI	58.85		
Stuart Oishi Net 932.21 <a href="#">01/04/2002</a>	Salary	40.0	1500.00	FIT	330.86	Blue Cross	10.00	FUTA	12.00	
				SS		93.00	SS	93.00		
				Med		21.75	Med	21.75		
				CA PIT		98.68	CA ETT	1.50		
				CA SDI		13.50	CA SUI	51.00		
Caroline Pappajohn Net 932.21 <a href="#">01/04/2002</a>	Salary	40.0	1500.00	FIT	330.86	Blue Cross	10.00	FUTA	12.00	
				SS		93.00	SS	93.00		
				Med		21.75	Med	21.75		
				CA PIT		98.68	CA ETT	1.50		
				CA SDI		13.50	CA SUI	51.00		
Bob Uttenreuter Net 995.04 <a href="#">01/04/2002</a>	Salary	40.0	1442.31	FIT	240.32	Vision Ins...	5.00	FUTA	11.54	
				SS		89.42	Blue Cross	20.00	SS	89.42
				Med		20.91	Med	20.91		
				CA PIT		58.64	CA ETT	1.44		
				CA SDI		12.98	CA SUI	49.04		
Karen White Net 930.21 <a href="#">01/04/2002</a>	Salary	40.0	1500.00	FIT	330.86	Vision Ins...	2.00	FUTA	12.00	
				SS		93.00	Blue Cross	10.00	SS	93.00
				Med		21.75	Med	21.75		
				CA PIT		98.68	CA ETT	1.50		
				CA SDI		13.50	CA SUI	51.00		
Kin-hong Wong Net 1040.61 <a href="#">01/04/2002</a>	Salary	40.0	1500.00	FIT	255.89	Blue Cross	10.00	FUTA	12.00	
				SS		93.00	Vision Ins...	2.00	SS	93.00
				Med		21.75	Med	21.75		
				CA PIT		63.25	CA ETT	1.50		
				CA SDI		13.50	CA SUI	51.00		