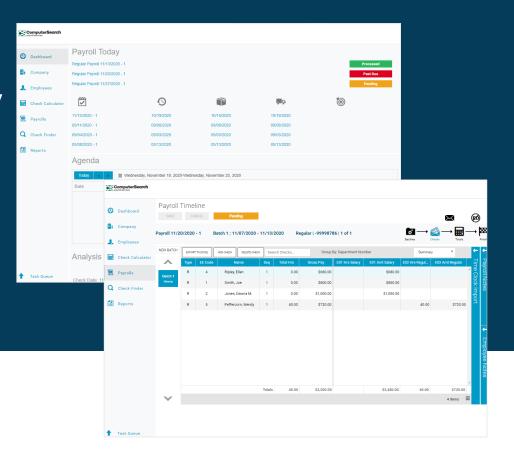
# Comparing Reports from Legacy Micropay to Evolution





# **Evolution Payroll**

## **Comparing Reports from Legacy Micropay to Evolution**

When a client switches from the Legacy Micropay platform to the new Evolution Payroll platform, there are a number of questions about where to find information on the new reports. This document has been created to help our clients through the migration process and ensure a smoother experience going forward. Please be aware that there are many reports specific to the client that will not to be covered in this document.

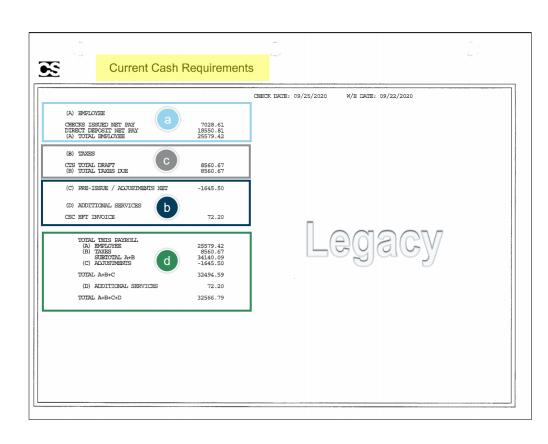
Previously in Legacy Micropay	Currently in Evolution
Cash Requirements	Cover Letter (S193)
Timesheet Cover	Input Worksheet Cover Letter (S360)   Input Worksheet (S351)
Payroll Journal	Payroll Register (S109)
Notification of Tax Deposit	Tax Notices (S341)
Charge Journal	Labor Distribution (S1077)

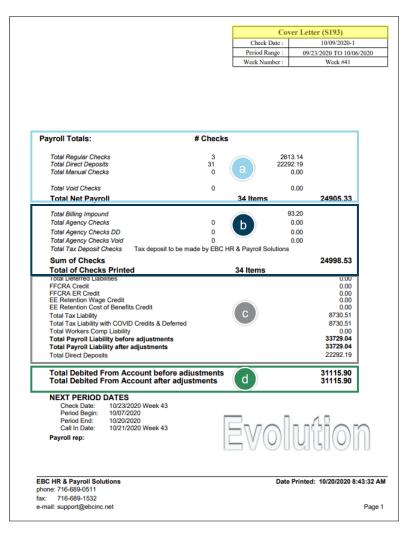


## Cover Letter (S193)

The Cover Letter shows what was previously found on Legacy Micropay's Cash Requirements report. This page shows the overall amounts for the payroll including billing, taxes, direct deposits and live checks. Please note that Net Pay pulls out all of the charges at once now and will not break down the numbers differently.

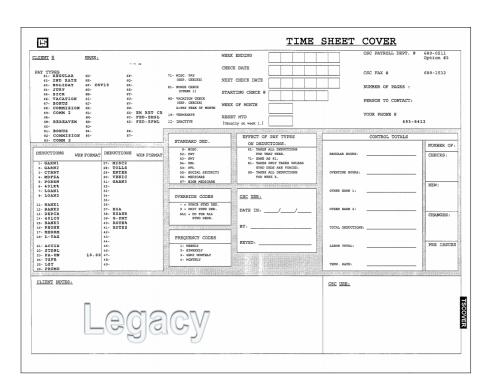
- a. Net checks for the employees (Direct Deposits, Regular Checks, Manual Checks and Voids).
- b. This is a break down of the billing charge (which shows also on the invoice) as well as any agency checks that we write for the client Voids.
- c. Total Tax Liability row. This includes ALL taxes, both employee and employers.
- d. Payroll totals for this payroll.

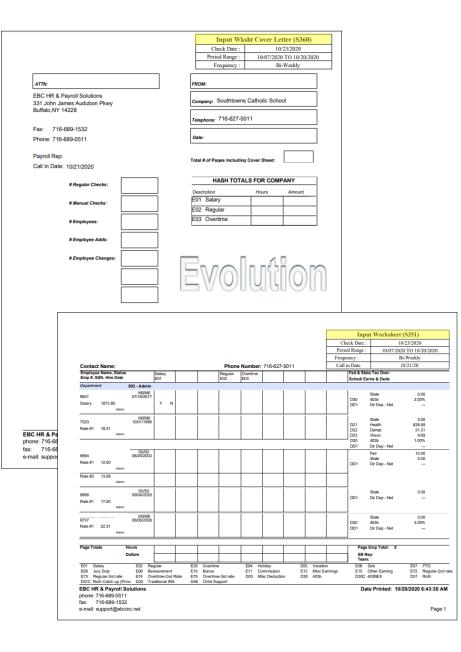




#### Input Wksht Cover Letter (S360) | Input Worksheet (S351)

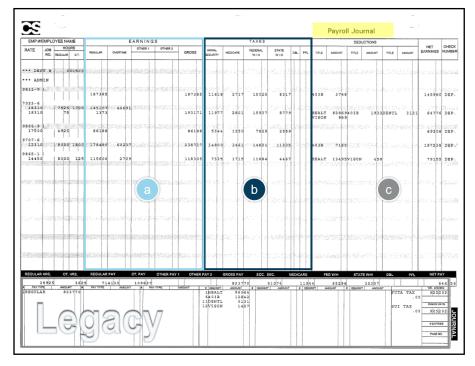
The Input Worksheet Cover Letter and Input Worksheet are the same as the time sheets that the client received in the payroll packet through Legacy Micropay.





The Payroll Register in Evolution is the same as the Payroll Journal in Legacy Micropay. This report is sorted by Employee totals but will also show totals by department.

- a. This section contains all of the employees Earnings.
- b. This section has the following information:
  - How much went into the employee's Direct Deposit (if applicable)
  - How much was taken out for deductions (i.e. Disability, Paid Family Leave)
  - Please be aware that if a deduction had nothing taken out previously, it will still show up in this section but just with a '0' amount
- c. This section includes check information including number, date, amount, and type (Regular, Manual, or Void). It also includes the main taxes the employer is required to deduct :
  - Federal and State Taxes (Including how they claim on their W-4 etc.)
  - OASDI (Social Security) and Medicare Deductions



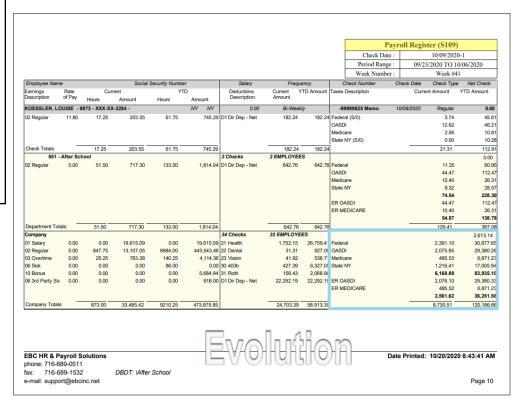
										Payroll Regis		
									Check D	ate :	10/09/2020-1	
									Period Ran	ge : 09/2	3/2020 TO 10/0	6/2020
									Week Numb	xer :	Week #41	
Employee Nam	e		Social	Security Numbe	r	Salary	Frequer		Check Number	Check Date	Check Type	Net Check
Earnings Description	Rate of Pay	Curre	Amount	YT Hours	D Amount	Deductions Description	Current YT Amount	D Amount	axes Description	Curre	nt Amount YT	D Amount
Department:		503 - Admin										
	- 9	831 - XXX-XX	-9010 -		NY NY	1873.85	Bi-Weekly	·	-99999655 Memo	10/09/2020	Regular	0.0
01 Salary	0.00	0.00	1,873.85	0.00		30 403b	37.48	797.91			150.25	3,162.
)2 Regular	0.00	0.00	0.00	0.00		D1 Dir Dep - Net	1,459.60	1,459.60			116.18	2,473.3
10 Bonus	0.00	0.00	0.00	0.00	541.4				Medicare		27.17	578.4
	_								State NY (M/0)		83.17	1,755.
Check Totals:		0.00	1,873.85	0.00	39,892.27		1,497.08	2,257.51			376.77	7,969.
		7023 - XXX-XX	-7023 -		NY NY	0.00	Bi-Weekly		-99999654 Memo	10/09/2020	Regular	0.0
)2 Regular	18.31	80.00	1,464.80	1680.00		21 Health	828.69	13,342.20			131.64	2,451.9
3 Overtime	27.46	8.50	233.45	82.75		22 Dental	31.31	653.42			105.29	2,074.
06 Sick	0.00	0.00	0.00	27.50		23 Vision	9.69		Medicare	$(\mathbf{c})$	24.62	485.
0 Bonus	0.00	0.00	0.00	0.00	433.1	30 403b	16.98		State NY (M/0)		73.72	1,394.
	_					D1 Dir Dep - Net	476.31	476.31				
Check Totals:		88.50	1,698.25	1790.25	33,466.68		1,362.98	15,010.10	-99999653 Memo	10/00/0000	335.27	6,406.
		9866 - XXX-XX				0.00	Bi-Weekly			10/09/2020	Regular	0.0
2 Regular	17.50	35.25	616.88	90.50	1,583.70	D1 Dir Dep - Net	507.48	507.48	ederal (S/0)		48.89	127.
									DASDI Medicare		38.25 8.94	98. 22.
									state NY (S/0)		13.32	38.9
Check Totals	_	35.25	616.88	90.50	1,583,76		507.48	507.48	state INT (S/U)		109.40	287.3
Check Totals:	070	35.25 7 - XXX-XX-72		90.50	1,583.70	0.00	507.48 Bi-Weekly		-99999652 Memo	10/09/2020	109.40 Regular	287.3
2 Regular	22.31	80.00	1,784.80	1629.25	36,348.5		65.59	1,152.64		10/03/2020	124.84	1,706.
12 Regular 13 Overtime	33.46	12.00	401.58	45.75		D1 Dir Dep - Net	1.728.20	1,152.04			124.64	2,382.
6 Sick	0.00	0.00	0.00	34.50	0.00	DT Dir Dep - Net	1,720.20	1,720.20	Vedicare		31.70	2,362.
0 Bonus	0.00	0.00	0.00	0.00	541.4;				state NY (M/0)		100.49	1.644.3
Check Totals:	_	92.00	2,186.38	1709.50	38,421.04		1,793.79	2,880.84			392.59	6,289.
EBC HR & P hone: 716-6 ax: 716-6 mail: supp	89-0511 89-1532	2			-Er	vəh	JHI(	ÐŦÃ	]	Date Printed:	10/20/2020 8	2: <b>43:39 AM</b> Page 1

#### Payroll Register (S109)

The end of the report includes all of the information that was found on the last page of the payroll journal.

- ER FUI = Federal Unemployment
- ER SUI = State Unemployment

<u> </u>															Payro						
	EMPLOYEE	NAME			EARNING 07HFR 1	S OTHER 2				TAXES						DED	CTIONS			NET	CHEC
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#### Tax Notices (S341)

Instead of receiving notification checks in Micropay. Tax Notices is generated and sent to the client as part of the payroll packet when the State and Federal withholdings are due. In the examples below, you will see the client received two notices of tax due: one for NY state withholding, and one for the 941 federal deposit. Please be aware that the client will only receive a notice for a state deposit if they go over \$700. If they do not reach \$700 in a quarter, it will show up as part of their quarterly reports to file.

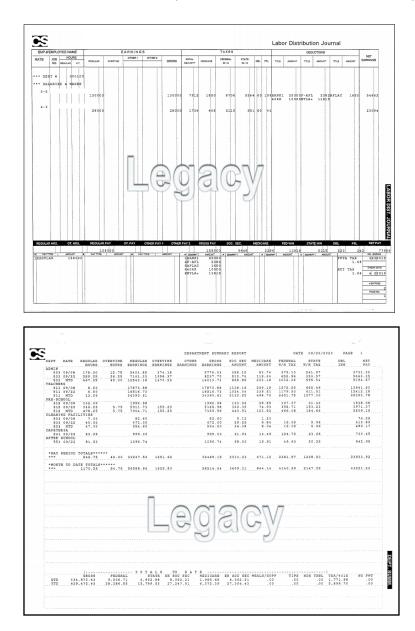
Note: These are provided to the client only if they are not on our tax service and pay their own taxes.

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	Er	nployee Medicare				76.38		5,267.89		3
	Er	nployee OASDI				326.55		5,267.89		3
	Er	nnlover Medicere				76.38		5,267.89		3
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#### Labor Distribution (S1077)

The Labor Distribution report is similar to what was run through Legacy Micropay as the Charge Journal and the Department Summary Report. This report breaks down, by department, the number of hours each employee worked along with the appropriate taxes that were taken out for those particular hours worked in that department.



Social Security Number Curre Hours	, <u>, , , , , , , , , , , , , , , , , , </u>	Salary / Ra Deductions Description		Check Date Period Range Week Number	: 10/31/2020 TO 11/0 : Week #46	6/2020 Net Pay
Social Security Numbe Curre Hours	r nt	Salary / Ra Deductions Description		Week Number	: Week #46	
Curre Hours	nt	Deductions Description		Week Number	: Week #46	
Curre Hours	nt	Deductions Description				Net Pay
Curre Hours	nt	Deductions Description		Taxes Description		
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12.00		A ENDLOYEES				
12.00		2 EMDL OVEES				
12.00		SEMPLOTEES		2 MALES 1	FEMALES	
	1,890.00	04 Union Dues	30.00	Federal	149.53	
0.00	-25.00	11 Medical (Pre-Tax)	75.00	EE OASDI	112.53	
0.00	-907.50	D1 Dir Dep - Net	159.39	EE Medicare	26.32	
		YSINYS Paid Family Leave	5.11	State	69.99	
		01 NY SDI	1.80		358.37	
				ER OASDI	112.53	
				ER Medicare	26.32	
				NY-Re-employment	0.82	
					38.42	
					178.09	
12.00	957.50		271.30	ER Liab 1,135.59	536.46	1,260.33
0.00	-935.00					
				State		
		01 NY SDI				
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				ER Medicare FUI NY-Re-employment	27.12 4.17 0.54	
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