

# Reading Reports

The screenshot displays the ComputerSearch payroll system interface. The left sidebar contains navigation links: Dashboard, Company, Employees, Check Calculator, Payroll, Check Finder, and Reports. The main content area is divided into two sections: 'Payroll Today' and 'Payroll Timeline'.

**Payroll Today**

Regular Payroll 11/13/2020 - 1  
Regular Payroll 11/20/2020 - 1  
Regular Payroll 11/27/2020 - 1

Buttons: Processed (green), Past Due (red), Pending (orange)

Calendar view showing dates from 11/13/2020 to 05/13/2020.

**Agenda**

Today: Wednesday, November 18, 2020-Wednesday, November 25, 2020

**Payroll Timeline**

Payroll 11/20/2020 - 1 Batch 1: 11/07/2020 - 11/13/2020 Regular | 99998786 | 1 of 1

Buttons: SAVE, CANCEL, Pending

NEW BATCH: EXPORT TO EXCEL, ADD CHECK, DELETE CHECK, Search Checks...

Type	EE Code	Name	Seq	Total Hrs	Gross Pay	EST Hrs Salary	EST Amt Salary	EST Hrs Regul.	EST Amt Regular
R	4	Ripley, Ellen	1	0.00	\$680.00		\$680.00		
R	1	Smith, Joe	1	0.00	\$800.00		\$800.00		
R	2	Jones, Danna M.	1	0.00	\$1,000.00		\$1,000.00		
R	5	Pfeffercorn, Wendy	1	40.00	\$720.00			40.00	\$720.00
Totals				40.00	\$3,200.00		\$2,480.00	40.00	\$720.00

4 Items

# Reading Reports

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

Currently in Evolution	Page
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# Check Reconciliation (S214)

The Check Reconciliation report a list of all the LIVE checks that are issued for the payroll that processed. This will also show any checks that are issued to agencies (Child Support, etc.)

Check Reconciliation (S214)				
Check Date :		10/09/2020-1		
Period Range :		09/23/2020 TO 10/06/2020		
Week Number :		Week #41		
Employee ID Name	Check Type	Date	Check Number	Net Amount
<b>Account # 01201788</b>				
9850	Regular	10/9/2020	6415	1,174.28
9867	Regular	10/9/2020	6416	1,024.97
9852	Regular	10/9/2020	6417	413.89
<b>Total for account :</b>				<b>2,613.14</b>
<b>Company Totals</b>				
		Net Payroll Checks :	3	2,613.14
		Manual Checks :	0	0.00
		Void checks :	0	0.00
		3rd Party Checks :	0	0.00
		Agency Checks :	0	0.00
		Agency Checks Void :	0	0.00
		Tax Deposit Checks :	0	0.00
		Tax Deposit Checks Void :	0	0.00
		Billing Checks :	0	0.00
		<b>Total :</b>	<b>3 Items</b>	<b>2,613.14</b>
<div> <div> <b>EBC HR &amp; Payroll Solutions</b>  phone: 716-689-0511  fax: 716-689-1532  e-mail: support@ebcinc.net </div> <div> <b>Date Printed: 10/20/2020 8:43:30 AM</b>    Page 1 </div> </div>				

# 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.

This section shows all of the net checks for the employees (Direct Deposits, Regular Checks, Manual Checks and Voids).

In this section, you need to look at the Total Tax Liability row. This includes ALL taxes, both employee and employers.

This section breaks down the billing charge (which shows also on the invoice) as well as any agency checks that we write for the client Voids).

The final two numbers are as follows:

- The first one is after everything above is included (the total cost of payroll).
- The second one is what will be debited from their account (billing, direct deposits, taxes).

Cover Letter (S193)		
Check Date :	10/09/2020-1	
Period Range :	09/23/2020 TO 10/06/2020	
Week Number :	Week #41	

  

Payroll Totals:	# Checks	
Total Regular Checks	3	2613.14
Total Direct Deposits	31	22292.19
Total Manual Checks	0	0.00
Total Void Checks	0	0.00
<b>Total Net Payroll</b>	<b>34 Items</b>	<b>24905.33</b>

  

Total Billing Impound		93.20
Total Agency Checks	0	0.00
Total Agency Checks DD	0	0.00
Total Agency Checks Void	0	0.00
Total Tax Deposit Checks	Tax deposit to be made by EBC HR & Payroll Solutions	
<b>Sum of Checks</b>		<b>24998.53</b>
<b>Total of Checks Printed</b>	<b>34 Items</b>	

  

Total Deferred Liabilities	0.00
FFCRA Credit	0.00
FFCRA ER Credit	0.00
EE Retention Wage Credit	0.00
EE Retention Cost of Benefits Credit	0.00
Total Tax Liability	8730.51
Total Tax Liability with COVID Credits & Deferred	8730.51
Total Workers Comp Liability	0.00
<b>Total Payroll Liability before adjustments</b>	<b>33729.04</b>
<b>Total Payroll Liability after adjustments</b>	<b>33729.04</b>
Total Direct Deposits	22292.19

  

<b>Total Debited From Account before adjustments</b>	<b>31115.90</b>
<b>Total Debited From Account after adjustments</b>	<b>31115.90</b>

  

**NEXT PERIOD DATES**

Check Date: 10/23/2020 Week 43  
Period Begin: 10/07/2020  
Period End: 10/20/2020  
Call In Date: 10/21/2020 Week 43

**Payroll rep:**

  

EBC HR & Payroll Solutions  
phone: 716-689-0511  
fax: 716-689-1532  
e-mail: support@ebcinc.net

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# Direct Deposit (S211)

The Direct Deposit report shows direct deposits for every employee. This includes their routing number, the last four digits of the account number, the type of the account and the amount and if there was a pre-note involved to verify if the account is correct.

Direct Deposit (S211)							
Check Date :				10/09/2020-1			
Period Range :				09/23/2020 TO 10/06/2020			
Week Number :				Week #41			
Employee ID Name	Seq No	ABA Number	Account Number	Type	Deposit Amount		In Prenote
- 9831 - XXX-XX-XXXX							
	DD1	022000046	XXXXXX8389	Checking	1459.60	Net Check	N
Employee Totals					1459.60		
- 9785 - XXX-XX-XXXX							
	DD1	022310121	XXXX2135	Checking	326.64	Net Check	N
Employee Totals					326.64		
- 9825 - XXX-XX-XXXX							
	DD1	021300077	XXXXXXXX4945	Checking	480.97	Net Check	N
Employee Totals					480.97		
- 9872 - XXX-XX-XXXX							
	DD1	022000046	XXXXXX4379	Checking	460.52	Net Check	N
Employee Totals					460.52		
- 9690 - XXX-XX-XXXX							
	DD1	021300077	XXXXX8765	Checking	925.25	Net Check	N
Employee Totals					925.25		
- 9820 - XXX-XX-XXXX							
	DD1	022000046	XXXXXX9676	Checking	637.89	Net Check	N
Employee Totals					637.89		
- 9847 - XXX-XX-XXXX							
	DD1	022000046	XXXXXX4745	Checking	1003.03	Net Check	N
Employee Totals					1003.03		
FRAUSTO, KRISTINA L - 9856 - XXX-XX-XXXX							
	DD1	121000358	XXXXXXXX8845	Checking	766.38	Net Check	N
Employee Totals					766.38		
- 9862 - XXX-XX-XXXX							
	DD1	021300077	XXXXX5933	Checking	574.26	Net Check	N
	DD1	021300077	XXXXX5933	Checking	1178.56	Net Check	N
Employee Totals					1752.82		
- 9869 - XXX-XX-XXXX							
	DD1	021300077	XXXXXXXX8549	Checking	748.88	Net Check	N
Employee Totals					748.88		
- 7023 - XXX-XX-XXXX							
	DD1	021300077	XXXXXXXX4863	Checking	476.31	Net Check	N
Employee Totals					476.31		
- XXX-XX-XXXX							
	DD1	022000046	XXXX0579	Checking	396.09	Net Check	N
Employee Totals					396.09		
- 9873 - XXX-XX-XXXX							
	DD1	021300077	XXXXXXXX7819	Checking	182.24	Net Check	N
Employee Totals					182.24		
- 9839 - XXX-XX-XXXX							

EBC HR & Payroll Solutions

phone: 716-689-0511

fax: 716-689-1532

e-mail: support@ebcinc.net

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# 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.

Input Wksht Cover Letter (S360)	
Check Date :	10/23/2020
Period Range :	10/07/2020 TO 10/20/2020
Frequency :	Bi-Weekly

  

ATTN:	FROM:
EBC HR & Payroll Solutions 331 John James Audubon Pkwy Buffalo, NY 14228	Company: Southtowns Catholic School
Fax: 716-689-1532 Phone: 716-689-0511	Telephone: 716-627-5011
Payroll Rep: Cynthia Call In Date: 10/21/2020	Date:

  

# Regular Checks:	
# Manual Checks:	
# Employees:	
# Employee Adds:	
# Employee Changes:	

  

HASH TOTALS FOR COMPANY		
Description	Hours	Amount
E01 Salary		
E02 Regular		
E03 Overtime		

  

Total # of Pages Including Cover Sheet:		
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Input Worksheet (S351)									
Check Date :		10/23/2020							
Period Range :		10/07/2020 TO 10/20/2020							
Frequency :		Bi-Weekly							
Call in Date :		10/21/20							

  

Contact Name: Phone Number: 716-627-5011

Employee Name, Status Emp #, SSN, Hire Date	Salary E01	Regular E02	Overtime E03	Holiday E04	Vacation E05	Sick E06	Other Earning E07	PTO E08	Regular-2nd rate E09	Roth E10																												
Department: 503 - Admin																																						
9831 Salary 1873.85 Admin																																						
7023 Rate #1 18.31 Admin																																						
9664 Rate #1 12.00 Admin																																						
Rate #2 13.08 Admin																																						
9866 Rate #1 17.50 Admin																																						
9707 Rate #1 22.31 Admin																																						
<table border="1"> <tr> <td>Page Totals</td> <td>Hours</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>Dollars</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>											Page Totals	Hours											Dollars															
Page Totals	Hours																																					
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<table border="1"> <tr> <td>E01 Salary</td> <td>E02 Regular</td> <td>E03 Overtime</td> <td>E04 Holiday</td> <td>E05 Vacation</td> <td>E06 Sick</td> <td>E07 PTO</td> </tr> <tr> <td>E08 Jury Duty</td> <td>E09 Bereavement</td> <td>E10 Bonus</td> <td>E11 Commission</td> <td>E13 Misc Earnings</td> <td>E15 Other Earning</td> <td>E72 Regular-2nd rate</td> </tr> <tr> <td>E73 Regular-3rd rate</td> <td>E74 Overtime-2nd Rate</td> <td>E75 Overtime-3rd rate</td> <td>D03 Misc Deduction</td> <td>D30 403b</td> <td>D00C 403BEX</td> <td>D31 Roth</td> </tr> <tr> <td>D31C Roth Catch up (Prim</td> <td>D33 Traditional IRA</td> <td>D46 Child Support</td> <td></td> <td></td> <td></td> <td></td> </tr> </table>											E01 Salary	E02 Regular	E03 Overtime	E04 Holiday	E05 Vacation	E06 Sick	E07 PTO	E08 Jury Duty	E09 Bereavement	E10 Bonus	E11 Commission	E13 Misc Earnings	E15 Other Earning	E72 Regular-2nd rate	E73 Regular-3rd rate	E74 Overtime-2nd Rate	E75 Overtime-3rd rate	D03 Misc Deduction	D30 403b	D00C 403BEX	D31 Roth	D31C Roth Catch up (Prim	D33 Traditional IRA	D46 Child Support				
E01 Salary	E02 Regular	E03 Overtime	E04 Holiday	E05 Vacation	E06 Sick	E07 PTO																																
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EBC HR & Payroll Solutions  
phone: 716-689-0511  
fax: 716-689-1532  
e-mail: support@ebcinc.net

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# Payroll Register (S109)

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.

This column contains all of the employees Earnings.

This column 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 Register (S109)											
Check Date :		10/09/2020-1									
Period Range :		09/23/2020 TO 10/06/2020									
Week Number :		Week #41									
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	Deductions Description	Current Amount	YTD Amount	Taxes Description	Current Amount	YTD Amount	
<b>Department: 503 - Admin</b>											
<b>- 9831 - XXX-XX-9010 -</b>											
				NY NY	1873.85	Bi-Weekly					
01 Salary	0.00	0.00	1,873.85	0.00	1,873.85	30 403b	37.48	797.91	Federal (M/O)	150.25	3,162.54
02 Regular	0.00	0.00	0.00	0.00	37,477.00	D1 Dir Dep - Net	1,459.60	1,459.60	OASDI	116.18	2,473.39
10 Bonus	0.00	0.00	0.00	0.00	541.42				Medicare	27.17	578.42
									State NY (M/O)	83.17	1,755.56
Check Totals:		0.00	1,873.85	0.00	39,892.27		1,497.08	2,257.51		376.77	7,969.83
<b>- 7023 - XXX-XX-7023 -</b>											
				NY NY	0.00	Bi-Weekly					
02 Regular	18.31	80.00	1,464.80	1680.00	30,760.80	21 Health	828.69	13,342.20	Federal (M/O)	131.64	2,451.90
03 Overtime	27.46	8.50	233.45	82.75	2,272.74	22 Dental	31.31	653.42	OASDI	105.29	2,074.96
06 Sick	0.00	0.00	0.00	27.50	0.00	23 Vision	9.69	203.49	Medicare	24.62	485.27
10 Bonus	0.00	0.00	0.00	0.00	433.14	30 403b	16.98	334.68	State NY (M/O)	73.72	1,394.43
						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		335.27	6,406.56
<b>- 9866 - XXX-XX-2984 -</b>											
				NY NY	0.00	Bi-Weekly					
02 Regular	17.50	35.25	616.88	90.50	1,583.76	D1 Dir Dep - Net	507.48	507.48	Federal (S/O)	48.89	127.16
									OASDI	38.25	96.20
									Medicare	8.94	22.94
									State NY (S/O)	13.32	38.91
Check Totals:		35.25	616.88	90.50	1,583.76		507.48	507.48		109.40	287.25
<b>- 9707 - XXX-XX-7268 -</b>											
				NY NY	0.00	Bi-Weekly					
02 Regular	22.31	80.00	1,784.80	1629.25	36,348.55	30 403b	65.59	1,152.64	Federal (M/3)	124.84	1,706.16
03 Overtime	33.46	12.00	401.58	45.75	1,531.03	D1 Dir Dep - Net	1,728.20	1,728.20	OASDI	135.56	2,382.11
06 Sick	0.00	0.00	0.00	34.50	0.00				Medicare	31.70	557.11
10 Bonus	0.00	0.00	0.00	0.00	541.42				State NY (M/O)	100.49	1,644.39
Check Totals:		92.00	2,186.38	1709.50	38,421.04		1,793.79	2,880.84		392.59	6,289.77

This column 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

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# Payroll Register (S109)

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

Payroll Register (S109)			
Check Date :		10/09/2020-1	
Period Range :		09/23/2020 TO 10/06/2020	
Week Number :		Week #41	

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
<b>- 9873 - XXX-XX-3284 -</b>						<b>NY NY</b>		<b>0.00</b>	<b>Bi-Weekly</b>	<b>-9999625 Memo</b>	<b>10/09/2020</b>	<b>Regular</b>	<b>0.00</b>
02 Regular	11.80	17.25	203.55	61.75	745.29	D1 Dir Dep - Net	182.24	182.24		Federal (S/0)		5.74	45.61
										OASDI		12.62	46.21
										Medicare		2.95	10.81
										State NY (S/0)		0.00	10.28
Check Totals:		17.25	203.55	61.75	745.29		182.24	182.24				21.31	112.91
<b>551 - After School</b>						<b>2 Checks</b>		<b>2 EMPLOYEES</b>					0.00
02 Regular	0.00	51.50	717.30	133.00	1,814.04	D1 Dir Dep - Net	642.76	642.76		Federal		11.35	60.95
										OASDI		44.47	112.47
										Medicare		10.40	26.31
										State NY		8.32	28.57
												<b>74.54</b>	<b>228.30</b>
										ER OASDI		44.47	112.47
										ER MEDICARE		10.40	26.31
												<b>54.87</b>	<b>138.78</b>
Department Totals:		51.50	717.30	133.00	1,814.04		642.76	642.76				129.41	367.08
<b>Company</b>						<b>34 Checks</b>		<b>32 EMPLOYEES</b>					2,613.14
01 Salary	0.00	0.00	19,615.09	0.00	19,615.09	21 Health	1,752.15	26,759.41		Federal		2,391.10	30,677.65
02 Regular	0.00	847.75	13,107.05	8984.00	443,543.46	22 Dental	31.31	927.06		OASDI		2,075.85	29,380.28
03 Overtime	0.00	25.25	763.28	140.25	4,114.36	23 Vision	41.92	538.71		Medicare		485.53	6,871.23
06 Sick	0.00	0.00	0.00	86.00	0.00	30 403b	427.39	6,327.06		State NY		1,216.41	17,005.94
10 Bonus	0.00	0.00	0.00	0.00	5,684.94	31 Roth	158.43	2,068.90				<b>6,168.89</b>	<b>83,935.10</b>
06 3rd Party Sic	0.00	0.00	0.00	0.00	918.00	D1 Dir Dep - Net	22,292.19	22,292.19		ER OASDI		2,076.10	29,380.33
										ER MEDICARE		485.52	6,871.23
												<b>2,561.62</b>	<b>36,251.56</b>
Company Totals:		873.00	33,485.42	9210.25	473,875.85		24,703.39	58,913.36				8,730.51	120,186.66

EBC HR & Payroll Solutions

phone: 716-689-0511

fax: 716-689-1532

e-mail: support@ebcinc.net

DBDT: After School

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# Tax Report for Payroll (S247)

The Tax Report for Payroll report breaks down all of the taxes for the client with a separate section for federal taxes, state withholding, state unemployment and the re-employment information.

Tax Report For Payroll (S247)						
Check Date :			10/09/2020-1			
Period Range :			09/23/2020 TO 10/06/2020			
Week Number :			Week #41			
Tax Type	Rate	Tax ID	Wages	Amount	# EE's	Frequency
<b>Federal Taxes</b>						
Federal	-----	222468687	33,058.03	2,391.10	32	Semi-Weekly
EE OASDI	0.062000	222468687	33,485.42	2,075.85	32	Semi-Weekly
EE Medicare	0.014500	222468687	33,485.42	485.53	32	Semi-Weekly
ER OASDI	0.062000	222468687	33,485.42	2,076.10	32	Semi-Weekly
ER Medicare	0.014500	222468687	33,485.42	485.52	32	Semi-Weekly
FFCRA	-----	222468687	-----	-----	32	Semi-Weekly
FFCRA ER	-----	222468687	-----	-----	32	Semi-Weekly
CARES Retention Wage	-----	222468687	-----	-----	32	Semi-Weekly
CARES Retention Med Cost	-----	222468687	-----	-----	32	Semi-Weekly
<b>Total 941 Liabilities without Credits</b>				<b>7,514.10</b>		
<b>Total COVID Credits</b>				<b>0.00</b>		
<b>Total 941 Liabilities with Credits</b>				<b>7,514.10</b>		
ER FUI	0.006000	222468687	0.00	-----	32	Quarterly
<b>Total Federal Taxes</b>				<b>7,514.10</b>		
<b>ER OASDI Deferred</b>				<b>0.00</b>		
<b>State Withholding</b>						
NY State Withholding		222468687	33,058.03	1,216.41	32	Check Date
<b>Total State Withholding</b>				<b>1,216.41</b>		
Total Employee Taxes				6,168.89		
Total Employer Taxes without Credits				2,561.62		
<b>Total Tax Liability without Credits</b>				<b>8,730.51</b>		
<b>Total Tax Liability with Credits</b>				<b>8,730.51</b>		
Regular checks				2,613.14		
Manual checks				0.00		
3rd Party Checks				0.00		
Void Checks				0.00		
Direct Deposit Checks				22,292.19		
<b>Total Net Payroll</b>				<b>24,905.33</b>		
Agency Checks				0.00		
Agency Checks DD				0.00		
Agency Checks Void				0.00		
Billing Impound				93.20		
Total Workers Comp				0.00		
<b>Total Payroll Liability</b>				<b>33,729.04</b>		
Tax Deposit Checks			Tax deposit to be made by EBC HR & Payroll Solutions			
Tax Deposit Checks Void			Tax deposit to be made by EBC HR & Payroll Solutions			
Total Check/Direct Deposits				24,998.53		
Total Direct Deposits				22,292.19		
<b>Total Amount Debited from your Account before adjustments</b>				<b>8,823.71</b>		
<b>Total Amount Debited from your Account after adjustments</b>				<b>8,823.71</b>		
<b>EBC HR &amp; Payroll Solutions</b>			<b>Date Printed: 10/20/2020 8:43:44 AM</b>			
phone: 716-689-0511						
fax: 716-689-1532						
e-mail: support@ebcinc.net						

# Check Stub Detail (S2590)

The Check Stub Detail report gives the client a copy of all of the check stub information that was printed for the payroll that just processed. This does not include the check itself so if an employee needs a copy of a check stub, this is the report that the client will use to get that information.

Company

Z\_CS Sales Demo

Period Begin

10/31/2020

Division

Fed OR \$25.00

Number

3

Period End

11/6/2020

Branch

Social Security #

XXX-XX-1889

Check Date

11/13/2020

Department

100

Hire Date

8/28/2018

Check Number

-99998792

Team

331 John James Audubon Parkway

Amherst, NY 14228 716-689-0511

CS Sales Demo

Fed OR \$25.00

Earnings

Description	Location / Job	Rate	Hours	Current	Year To Date
Salary		20.00	12.00	240.00	240.00
Regular		0.00			5764.00
Overtime		0.00			1482.75
MEMOS		0.00			
CARES Retention M		0.00	0.00	-12.50	-37.50
CARES Retention W		0.00	0.00	-107.50	-832.62

Deductions

Description	Current	Year To Date
Fed (S/O) (215.00)	25.00	765.97
OASDI (215.00)	13.33	448.67
Medicare (215.00)	3.12	104.95
NY (S/O) (215.00)	2.91	293.87
Union Dues	10.00	100.00
Medical (Pre-Tax)	25.00	250.00
Dir Dep - Net 11684XXXX	159.39	3040.77
NYS Paid Family Leave	0.65	20.21
NY SDI	0.60	6.60

Total Earnings

159.39

Total Direct Deposits

159.39

NET PAY

0.00

Total Deductions

240.00

Check Amount

2455.71

## 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.

O# Z_CS Sales Demo . Labor Distribution #10									
Check Date :		11/13/2020-1							
Period Range :		10/31/2020 TO 11/06/2020							
Week Number :		Week #46							
Employee Name	Social Security Number		Salary / Rate		Net Pay				
Earnings Description	Current		Current Amount		Taxes Description		Current Amount		
	Hours	Amount							
Department: 100 - Admin									
100 - Admin			3 EMPLOYEES		2 MALES		1 FEMALES		
01 Salary	12.00	1,890.00	04 Union Dues	30.00	Federal			149.53	
F CARES Retention Med Cost Credit-M	0.00	-25.00	11 Medical (Pre-Tax)	75.00	EE OASDI			112.53	
G CARES Retention Wage Credit-M	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	
					NY-SUI			38.42	
								178.09	
Department Totals:	12.00	957.50		271.30	ER Liab	1,135.59		536.46	1,260.33
Department: 200 - Sales									
200 - Sales			2 EMPLOYEES		0 MALES		2 FEMALES		
01 Salary	0.00	1,200.00	03 Misc Deduction	10.00	Federal			61.69	
02 Regular	40.00	720.00	04 Union Dues	20.00	EE OASDI			115.94	
G CARES Retention Wage Credit-M	0.00	-935.00	11 Medical (Pre-Tax)	50.00	EE Medicare			27.12	
			D1 Dir Dep - Net	1,548.86	State			80.01	
			YSINYS Paid Family Leave	5.18				284.76	
			01 NY SDI	1.20	ER OASDI			115.94	
					ER Medicare			27.12	
					FUI			4.17	
					NY-Re-employment			0.54	
					NY-SUI			25.38	
								173.15	
Department Totals:	40.00	985.00		1,635.24	ER Liab	1,158.15		457.91	0.00

EBC HR & Payroll Solutions

phone: 716-689-0511

fax: 716-689-1532

e-mail:

Date Printed: 10/22/2020 10:13:22 AM

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# Tax Notices (S341)

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.**

Tax Notices (S341)				
Check Date :		11/12/2020-1		
Period Range :		10/25/2020 TO 11/07/2020		
Week Number :		Week #46		

Deposit Frequency	Check Date	Due Date	11/17/2020	
		Check Date	11/12/2020	
		Tax Type	New York	
		Quarter	4	

Tax Type	Amount	Wages	# EE's
State	810.66	22,412.25	9
Total Deposit is due	810.66		

You will receive no further notification of this report

Submit payments to **NY-Department of Taxation & Finance**

Tax Notices (S341)	
Check Date :	09/29/2020-1
Period Range :	09/09/2020 TO 09/22/2020
Week Number :	Week #39

Deposit Frequency      **Monthly**

**Due Date      09/18/2020**  
Check Date      09/01 - 09/29  
Tax Type      941  
Quarter      3

<i>Tax Type</i>	<i>Amount</i>	<i>Wages</i>	<i># EE's</i>
Employee Federal	470.13	4,405.89	3
Employee Medicare	76.38	5,267.89	3
Employee OASDI	326.55	5,267.89	3
Employer Medicare	76.38	5,267.89	3
Employer OASDI	326.61	5,267.89	3
<b>Total Deposit is due</b>	<b>1,276.05</b>		

*You will receive no further notification of this report*

Submit payments to