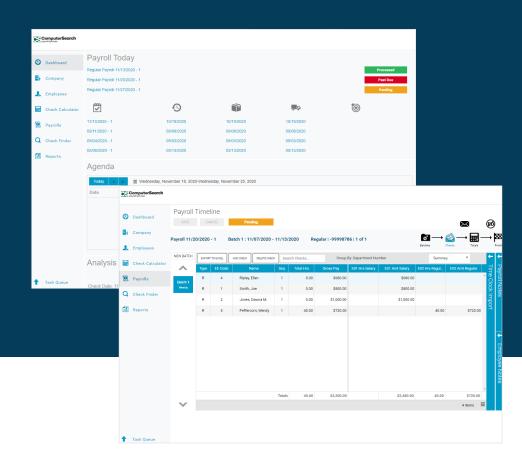
Reading Reports





Evolution Payroll

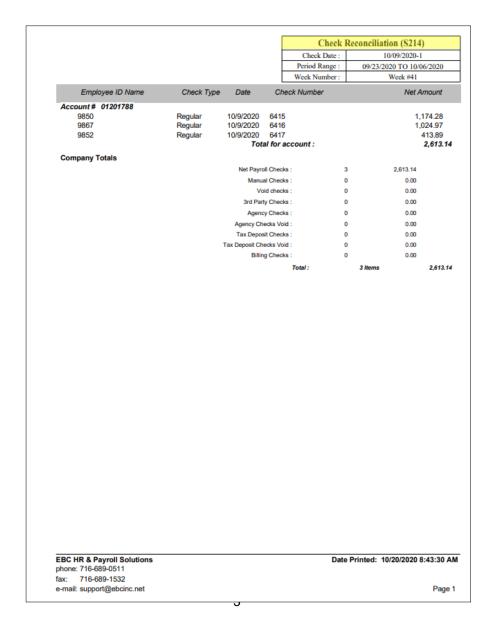
Reading Reports

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
Check Reconciliation (S214)	Page 3
Cover Letter (S193)	Page 4
Direct Deposit (S211)	Page 5
Input Worksheet Cover Letter (S360) Input Worksheet (S351)	Page 6
Payroll Register (S109)	Pages 7-8
Tax Report for Payroll (S247)	Page 9
Check Stub Detail (S2590)	Page 10
Labor Distribution (S1077)	Page 11
Tax Notices (S341)	Page 12

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.)



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.

Cover Letter (S193)

10/09/2020-1

09/23/2020 TO 10/06/2020

Week #41

Date Printed: 10/20/2020 8:43:32 AM

Page 1

Check Date:

Period Range:

Week Number:

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.

ayroll 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	
Total Net Payroll	:	34 Items	24905.33
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 r	made by EBC HR 8		
Sum of Checks			24998.53
Total of Checks Printed	3	4 Items	
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			8730.51
Total Tax Liability			8730.51
Total Tax Liability with COVID Credits & Deferred Total Workers Comp Liability			0.00
Total Payroll Liability before adjustments			33729.04
Total Payroll Liability before adjustments			33729.04
			22292.19
Total Direct Deposits			22292.19
Total Debited From Account before ac			31115.90
Total Debited From Account after adju	istments		31115.90
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:			

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).

EBC HR & Payroll Solutions

e-mail: support@ebcinc.net

phone: 716-689-0511 fax: 716-689-1532

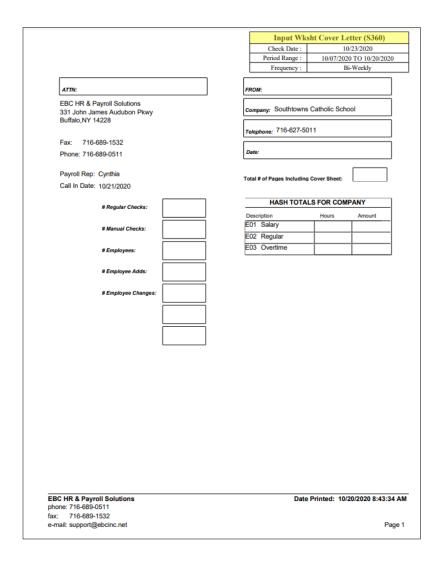
Direct Deposit (S211)

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.

				Į			oosit (S211)	
					Check Date		10/09/2020	
					Period Range	_	/23/2020 TO 10	
					Week Number	_	Week #4	
Employee ID Name	Seq No	ABA Number	Account Number	Туре	Deposi	t Amount		In Pren
	- 9831	- XXX-XX-XXXX						
	DD1	022000046	XXXXXXX8389	Che	cking	1459.60	Net Check	N
Employee Totals						1459.60		
	- 9785 -	XXX-XX-XXXX						
	DD1	022310121	XXXX2135	Che	cking	326.64	Net Check	N
Employee Totals						326.64		
	- 9825 - X	DXX-XX-XXX						
	DD1	021300077	XXXXXXXXXXX4945	Che	cking	480.97	Net Check	N
Employee Totals						480.97		
	- 9872 - 2	xxx-xx-xxxx						
	DD1	022000046	XXXXXXX4379	Che	cking	460.52	Net Check	N
Employee Totals						460.52		
	- 9690 - XX	x-xx-xxxx						
	DD1	021300077	XXXXX8765	Che	cking	925.25	Net Check	N
Employee Totals						925.25		
Employee rolais	- 9820	- xxx-xx-xxxx						
	DD1	022000046	XXXXXXX9676	Che	cking	637.89	Net Check	N
Employee Totals						637.89		
Employee rotals	- 9847 -	xxx-xx-xxxx						
	DD1	022000046	XXXXXXX4745	Che	cking	1003.03	Net Check	N
Sandana Satata	DD1	022000040	70000011140	Onc	uning	1003.03	Tect Official	
Employee Totals						1003.03		
FRAUSTO, KRIST	DD1	121000358	XXXXXXXXX8845	Oh -	cking	766.38	Net Check	N
	DD1	121000358	XXXXXXXXX8845	Che	cking	766.38	Net Check	N
Employee Totals						766.38		
		862 - XXX-XX-XXXX	XXXXX5933	Oh -	atria -	574.26	Net Check	N
	DD1	021300077			cking	014.20	Net Check	N
	DD1	021300077	XXXXX5933	Che	cking	1178.56	Net Check	N
Employee Totals						1752.82		
		CX-XX-XXXX						
	DD1	021300077	XXXXXXXXXX8549	Che	cking	748.88	Net Check	N
Employee Totals						748.88		
		- XXX-XX-XXXX						
	DD1	021300077	XXXXXXXXX4863	Che	cking	476.31	Net Check	N
Employee Totals						476.31		
	- XXX-XX							
	DD1	022000046	XXXX0579	Che	cking	396.09	Net Check	N
Employee Totals						396.09		
	- 9873	- XXX-XX-XXXX						
	DD1	021300077	XXXXXXXXXX7819	Che	cking	182.24	Net Check	N
Employee Totals						182.24		
	- 9839 -	xxx-xx-xxxx						
EBC HR & Pay phone: 716-689	-0511	tions			0	ate Printe	d: 10/20/202	0 8:43:3
fax: 716-689 e-mail: support(net						Pa

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.



											Inp	ut Worksheet	(S351)
										Ch	eck Date :	1	0/23/2020
										Perio	d Range:	10/07/202	20 TO 10/20/2020
										Frequ	ency:	I	Bi-Weekly
Contact Name:					Phone	Numbe	r: 716-627-	5011		Call i	in Date		10/21/20
Employee Name, Status Emp #, SSN, Hire Date		Salary E01			Regular E02	Overtime E03						ite Tax Over. arns & Deds	
Department:	503 - Admin					•							
9831 Salary 1873.85	M0/M0 07/18/2017	Y N									D30 DD1	State 403b Dir Dep - Net	0.00 2.00%
7023 Rate #1 18.31	M0/M0 10/01/1996										D21 D22 D23 D30	State Health Dental Vision 403b	0.00 828.69 31.31 9.69 1.00%
	S0/S0				1	Т				I	DD1	Dir Dep - Net Fed	10.00
9664 Rate #1 12.00	06/26/2002										DD1	State Dir Dep - Net	0.00
Rate #2 13.08											1		
9866 Rate #1 17.50	\$0/\$0 09/04/2020										DD1	State Dir Dep - Net	0.00
9707 Rate #1 22.31	M3/M0 06/06/2006										D30	State 403b	0.00 3.00%
Admin Admin											DD1	Dir Dep - Net	_
											-		
	ours ollars											Emp Total: 5 tep: Cynthia Rien	deau
E01 Salary E08 Jury Duty E73 Regular-3rd rate	E09 Ber	gular reavement ertime-2nd F	E03 E10 Rate E75	Overtime Bonus Overtime	e-3rd rate	E11	Holiday Commission Misc Deduction		13 Misc Ea		E06 E15	Sick Other Earning 403BEX	E07 PTO E72 Regular D31 Roth
D31C Roth Catch up (Prin		ditional IRA	D46	Child Su	pport							te Printed: 10	100 100 00 0 . 10 . 0
EBC HR & Payroll So phone: 716-689-0511	nutions										Da	ite Printed: 10	20/2020 8:43:3

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 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

This column contains all of the employees Earnings.

									_			
									P	ayroll Regis	ter (S109)	
									Check Date	e: /	10/09/2020)-1
									Period Range	e: 09/2:	3/2020 TO 10	0/06/2020
									Week Numbe	r: /	Week #41	l
Employee Nan	ne		Social	Security Numbe	r	Salary	Frequer	псу	Check Number	Check Date	Check Type	Net Check
Earnings	Rate	Cur	rrent	YT	D	Deductions		D Amount	axes Description	Curre	nt Amount	YTD Amount
Description	of Pay	Hours	Amount	Hours	Amount	Description	Amount					
Department:		503 - Admir	n									
	- 9	9831 - XXX-X	X-9010 -		NY NY	1873.85	Bi-Weekly	1	-99999655 Memo	10/09/2020	Regular	0.
01 Salary	0.00	0.00	1,873.85	0.00	1,873.85	30 403b	37.48	797.91	Federal (M/0)		150.25	3,162
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
10 Bonus	0.00	0.00	0.00	0.00	541.42	l .			Medicare		27.17	578
						l .			State NY (M/0)		83.17	1,755
Check Totals:		0.00	1,873.85	0.00	39,892.27	1	1,497.08	2,257.51			376.77	7,969
	-	7023 - XXX-X	X-7023 -		NY NY	0.00	Bi-Weekly		-99999654 Memo	10/09/2020	Regular	0.
02 Regular	18.31	80.00	1,464.80	1680.00	30,760.80	21 Health	828.69	13,342.20	Federal (M/0)		131.64	2,451
03 Overtime	27.46	8.50	233.45	82.75	2,272.74	22 Dental	31.31	653.42	OASDI		105.29	2,074
06 Sick	0.00	0.00	0.00	27.50	0.00	23 Vision	9.69	203.49	Medicare		24.62	485
10 Bonus	0.00	0.00	0.00	0.00	433.14	30 403b	16.98	334.68	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			335.27	6,406
	- 9	9866 - XXX-X	X-2984 -		NY NY	0.00	Bi-Weekly	,	-99999653 Memo	10/09/2020	Regular	0.
02 Regular	17.50	35.25	616.88	90.50	1,583.7€	D1 Dir Dep - Net	507.48	507.48	Federal (S/0)		48.89	127
						l .			OASDI		38.25	98
						l .			Medicare		8.94	22
						1			State NY (S/0)		13.32	38
Check Totals:		35.25	616.88	90.50	1,583.76		507.48	507.48			109.40	287
	- 970	7 - XXX-XX-7	268 -		NY NY	0.00	Bi-Weekly	,	-99999652 Memo	10/09/2020	Regular	0.
02 Regular	22.31	80.00	1,784.80	1629.25	36,348.59	30 403b	65.59	1,152.64	Federal (M/3)		124.84	1,706
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
06 Sick	0.00	0.00	0.00	34.50	0.00				Medicare		31.70	557
10 Bonus	0.00	0.00	0.00	0.00	541.42	l			State NY (M/0)		100.49	1,644
Check Totals:		92.00	2,186.38	1709.50	38,421.04	l	1,793.79	2,880.84			392.59	6,289

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.

										yroll Regis		
									Check Date		10/09/2020	
									Period Range	_	3/2020 TO 10	
									Week Number		Week #41	
Employee Name				Security Numbe		Salary	Freque	-	Check Number	Check Date	Check Type	Net Check
Earnings Description	Rate of Pay	Curr		YT		Deductions Description	Current YT Amount	D Amount	Taxes Description	Curre	nt Amount	YTD Amount
Description		Hours	Amount	Hours	Amount							
	- 9	873 - XXX-XX			NY NY	0.00	Bi-Weekly		-99999625 Memo	10/09/2020	Regular	0.00
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	112.9
	After Sch					2 Checks	2 EMPLOYEES					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	60.9
									OASDI		44.47	112.4
									Medicare State NY		10.40	26.3
									State NY		8.32 74.54	28.57 228.30
						l					74.54	228.30
									ED CACDI		44.47	440.4
									ER OASDI		44.47	
									ER OASDI ER MEDICARE		10.40	26.3
Department Tota	als:	51.50	717 30	133.00	1 814 04		642.76	642.76	ER MEDICARE		10.40 54.87	112.47 26.31 138.78
Department Tota	als:	51.50	717.30	133.00	1,814.04	34 Checks	642.76 32 EMPLOYEE	642.76	ER MEDICARE		10.40	26.31 138.78 367.08
Company					,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	34 Checks	32 EMPLOYEE	S	ER MEDICARE		10.40 54.87 129.41	26.31 138.78 367.08 2,613.14
Company 01 Salary	0.00	0.00	19,615.09	0.00	19,615.09	21 Health	32 EMPLOYEE 1,752.15	26,759.41	ER MEDICARE		10.40 54.87 129.41 2,391.10	26.31 138.78 367.08 2,613.14 30,677.65
Company 01 Salary 02 Regular	0.00	0.00 847.75	19,615.09 13,107.05	0.00 8984.00	19,615.09 443,543.46	21 Health 22 Dental	32 EMPLOYEE	26,759.41	ER MEDICARE		10.40 54.87 129.41 2,391.10 2,075.85	26.31 138.78 367.08 2,613.14 30,677.65 29,380.28
Company 01 Salary	0.00	0.00	19,615.09	0.00	19,615.09 443,543.46 4,114.36	21 Health	32 EMPLOYEE 1,752.15 31.31	26,759.41 927.09 538.71	ER MEDICARE Federal OASDI		10.40 54.87 129.41 2,391.10	26.3° 138.78 367.08 2,613.14 30,677.66 29,380.28 6,871.23
Company 01 Salary 02 Regular 03 Overtime	0.00 0.00 0.00	0.00 847.75 25.25	19,615.09 13,107.05 763.28	0.00 8984.00 140.25	19,615.09 443,543.46 4,114.36	21 Health 22 Dental 23 Vision 30 403b	32 EMPLOYEE 1,752.15 31.31 41.92	26,759.41 927.09 538.71	ER MEDICARE Federal OASDI Medicare		10.40 54.87 129.41 2,391.10 2,075.85 485.53	26.31 138.78 367.08 2,613.14
Company 01 Salary 02 Regular 03 Overtime 06 Sick	0.00 0.00 0.00 0.00	0.00 847.75 25.25 0.00	19,615.09 13,107.05 763.28 0.00	0.00 8984.00 140.25 86.00	19,615.09 443,543.46 4,114.36 0.00 5,684.94	21 Health 22 Dental 23 Vision 30 403b	32 EMPLOYEE 1,752.15 31.31 41.92 427.39	26,759.41 927.08 538.71 6,327.08 2,068.90	ER MEDICARE Federal OASDI Medicare		10.40 54.87 129.41 2,391.10 2,075.85 485.53 1,216.41	26.31 138.78 367.08 2,613.14 30,677.65 29,380.28 6,871.23 17,005.94
Company 01 Salary 02 Regular 03 Overtime 06 Sick 10 Bonus	0.00 0.00 0.00 0.00 0.00	0.00 847.75 25.25 0.00 0.00	19,615.09 13,107.05 763.28 0.00 0.00	0.00 8984.00 140.25 86.00 0.00	19,615.09 443,543.46 4,114.36 0.00 5,684.94	21 Health 22 Dental 23 Vision 30 403b 31 Roth	32 EMPLOYEE 1,752.15 31.31 41.92 427.39 158.43	26,759.41 927.08 538.71 6,327.08 2,068.90	Federal OASDI Medicare State NY		10.40 54.87 129.41 2,391.10 2,075.85 485.53 1,216.41 6,168.89	26.31 138.78 367.08 2,613.14 30,677.65 29,380.28 6,871.23 17,005.94 83,935.10
Company 01 Salary 02 Regular 03 Overtime 06 Sick 10 Bonus	0.00 0.00 0.00 0.00 0.00	0.00 847.75 25.25 0.00 0.00	19,615.09 13,107.05 763.28 0.00 0.00	0.00 8984.00 140.25 86.00 0.00	19,615.09 443,543.46 4,114.36 0.00 5,684.94	21 Health 22 Dental 23 Vision 30 403b 31 Roth	32 EMPLOYEE 1,752.15 31.31 41.92 427.39 158.43	26,759.41 927.08 538.71 6,327.08 2,068.90	ER MEDICARE Federal OASDI Medicare State NY ER OASDI		10.40 54.87 129.41 2,391.10 2,075.85 485.53 1,216.41 6,168.89 2,076.10	26.3' 138.76 367.06 2,613.14 30,677.66 29,380.26 6,871.23 17,005.94 83,935.10 29,380.33

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

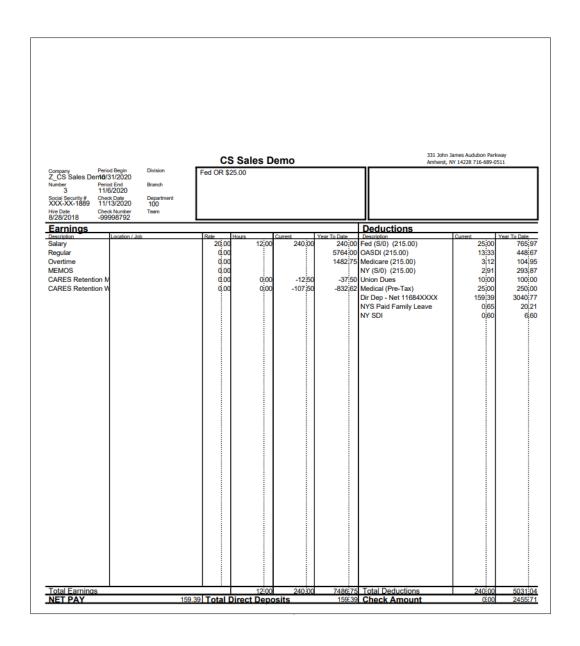
Tax Report for Payroll (S247)

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:	10/0	09/2020-1		
				Period Range :	09/23/2020	TO 10/06/202		
				Week Number:	W	eek #41		
Tax Type	Rate	Tax ID	Wages	Amount	# <i>EE</i> 's	Frequency		
Federal Taxes								
Federal		222468687	33,058.0	2,391.10		32 Semi-Weekly		
EE OASDI		222468687	33,485.4			32 Semi-Weekly		
EE Medicare	0.014500	222468687	33,485.4	12 485.53		32 Semi-Weekly		
ER OASDI		222468687	33,485.4			32 Semi-Weekly		
ER Medicare		222468687	33,485.4	12 485.52		32 Semi-Weekly		
FFCRA		222468687				32 Semi-Weekly		
FFCRAER		222468687				32 Semi-Weekly		
CARES Retention Wage		222468687				32 Semi-Weekly		
CARES Retention Med Cost		222468687				32 Semi-Weekly		
Total 941 Liabilities without Credits Total COVID Credits					7,514.10 0.00			
Total 941 Liabilities with Credits					7,514.10			
ER FUI	0.006000	222468687	0.0	10		32 Quarterly		
Total Federal Taxes	0.00000	222-100001	-		7,514.10	oz Gouriery		
ER OASDI Deferred					0.00			
State Withholding								
NY State Withholding		222468687	33,058.0	1,216.41		32 Check Date		
Total State Withholding					1,216.41			
Total Employee Taxes				6,168.89				
Total Employer Taxes without Credits				2,561.62				
Total Tax Liability without Credits					8,730.51			
Total Tax Liability with Credits					8,730.51			
Regular checks				2,613.14				
Manual checks				0.00				
3rd Party Checks				0.00				
Void Checks				0.00				
Direct Deposit Checks				22,292.19				
Total Net Payroll					24,905.33			
Agency Checks				0.00				
Agency Checks DD				0.00				
Agency Checks Void				0.00				
Billing Impound				93.20				
Total Workers Comp				0.00				
Total Payroll Liability					33,729.04			
Tax Deposit Checks		Tax deposit to be n	nade by EBC HF	R & Payroll Solutions				
Tax Deposit Checks Void		Tax deposit to be n	made by EBC HF	R & Payroll Solutions				
Total Check/Direct Deposits		-		24,998.53				
Total Direct Deposits				22,292.19				
Total Amount Debited from your Accoun					8,823.71			
Total Amount Debited from your Accoun	t after adju:	stments			8,823.71			
EBC HR & Payroll Solutions				Date P	rinted: 10/2	0/2020 8:43:4		
phone: 716-689-0511 ax: 716-689-1532								
ax: 710-009-1532 e-mail: support@ebcinc.net						P		

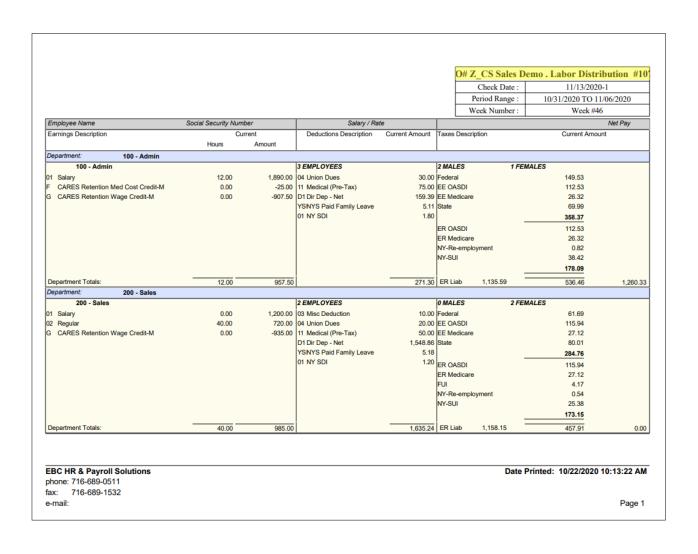
Check Stub Detail (S2590)

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.



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.



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.

