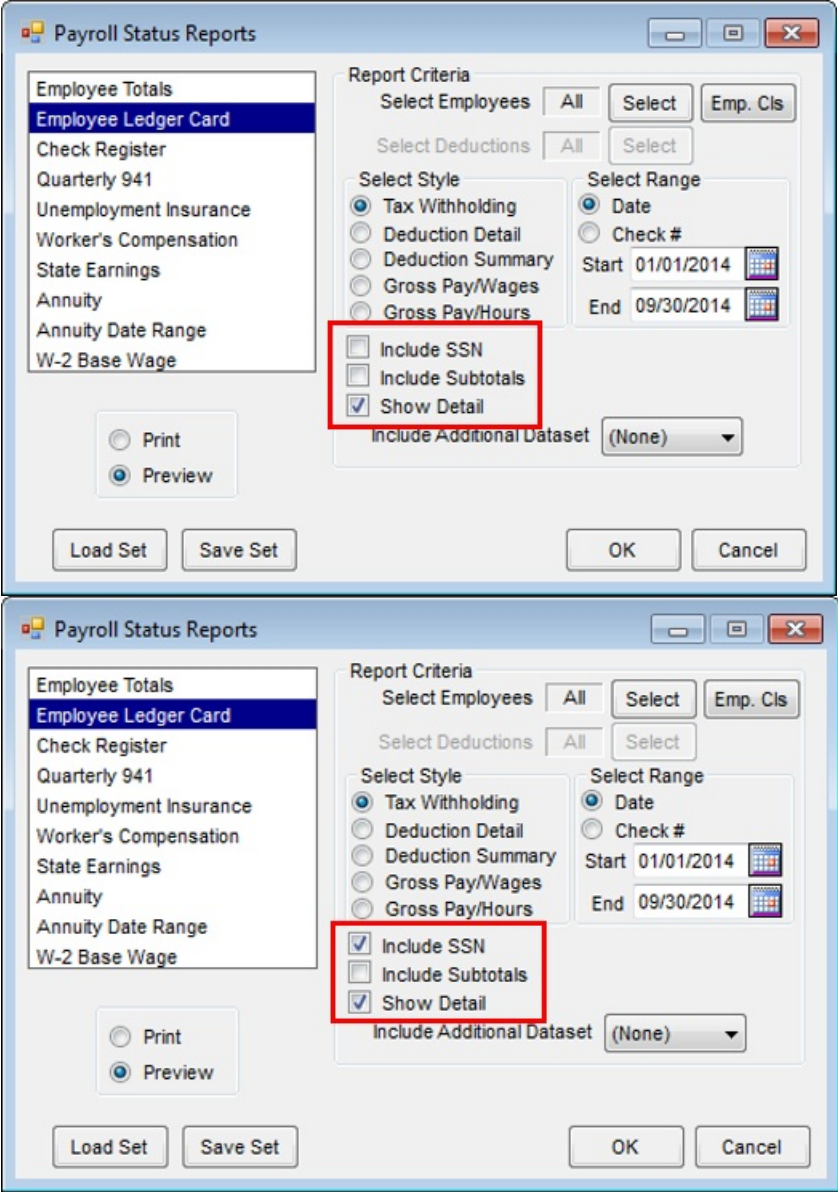


# Employee Ledger Card Report

Last Modified on 05/17/2024 1:29 pm CDT

The Employee Ledger Card can be an essential tool in obtaining detailed information about an Employee's deductions, tax withholding, hours, and wages per Paycheck. Besides the information already listed, the report also contains the Employee's tax withholding marital status, Social Security number, address, and number of allowances claimed. The report pulls information from the Paychecks and will display one Employee per page if it is run with detail. If it is run without detail, the report will list all Employees on one page.

## Setup



**Select Employee** - Select Employee(s) to be included in the report.

**Emp. Cls.** - A subset of Employees can quickly be selected if the Classifications are set on the Employee file(s).

## Select Style -

- **Tax Withholding** - Displays *Gross Wage, Tax Withholding, Other,* and the *Net Wage*. All voluntary deductions withheld from the Paycheck will be grouped into the *Other* category.
- **Deduction Detail** - Displays *Gross Wage, Individual Voluntary Deductions, Tax Withheld,* and *Net Wages* per paycheck. All taxes withheld from the paycheck will be grouped into the *Tax W/H* category.
- **Deduction Summary** - Displays *Gross Wage, Individual Voluntary Deductions, Tax Withheld,* and *Net Wages* per Employee for the date or check number range specified. Up to 12 deductions can display on the report. If more than 12 deductions exist in the data, select the deductions to include.
- **Gross Pay/Wages** - Display *Gross Wages by Pay Headings, Total Hours Worked,* and *Total Gross Wages*. It will not display *Tax Withheld, Deductions,* or *Net Pay* information.
- **Gross Pay/Hours** - Display *Hours Worked by Pay Headings, Total Hours Worked,* and *Total Gross Wages*. It will not display *Tax Withheld, Deductions,* or *Net Pay* information.

**Select Range** - Select either a date or check range for the report.

**Include SSN** - With this option selected, the Employee Social Security number will print on the report.

**Include Subtotals** - This option displays month and quarter totals for the range specified.

**Departments Sort** - Available on the *Deduction Summary* style only, this option sorts and totals the report by the department set on the Employee file.

**Show Detail** - Available on the *Tax Withholding, Gross Pay/Wages,* and *Gross Pay/Hours* styles, selecting this option displays the individual check information. If it is not selected, the report shows one line per employee and displays only the totals of the range selected.

**Include Additional Dataset** - If the report is based on a date range and the workstation has access to additional datasets, one can be selected in the drop down box and included in the calculations.

Employee Ledger Card - Tax Withholding - Without Detail

	<u>Gross</u>	<u>Federal</u>	<u>FICA</u>	<u>Medicare</u>	<u>State</u>	<u>Local</u>	<u>EC</u>	<u>Int'l</u>	<u>Int'l</u>	<u>Other</u>	<u>Net</u>
Jim Able (Abl Jim)	3,042.26	0.00	171.87	40.20	52.77	0.00	0.00	0.00	0.00	351.37	2,396.05
Brian Beahman (BeaBl)	2,962.63	78.18	160.44	37.51	66.09	0.00	0.00	0.00	0.00	110.00	2,210.41
Brian Bonkers (BonBm)	2,735.25	10.61	166.24	38.88	58.67	0.00	0.00	0.00	0.00	84.00	2,375.85
Alan Cronin (CroAla)	4,200.00	220.29	258.10	60.35	113.35	0.00	0.00	0.00	0.00	62.50	3,485.41
<b>Totals</b>	<b>12,610.14</b>	<b>308.08</b>	<b>756.65</b>	<b>176.94</b>	<b>291.86</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>607.87</b>	<b>10,457.72</b>

Employee Ledger Card - Tax Withholding - Showing Detail

Jim Able (AblJim)										222-48-5415		
Rt 2 Box 310										# of Federal: 1		
Shelbyville IL 62565										# of State: 1		
										Marital: S		
Check #	Date	Gross	Federal	FICA	Medicare	State	Local	EC	tot1	tot2	Other	Net
15001	01/15/2003	529.75	0.00	30.36	7.10	9.60	0.00	0.00	0.00	0.00	69.39	429.30
15005	01/03/2003	494.25	0.00	27.54	6.44	8.28	0.00	0.00	0.00	0.00	65.03	353.96
15013	01/15/2003	303.88	0.00	16.36	3.83	3.03	0.00	0.00	0.00	0.00	23.22	228.04
15017	01/01/2003	390.00	0.00	21.70	5.08	5.53	0.00	0.00	0.00	0.00	32.31	302.49
15029	01/01/2003	308.75	0.00	16.66	3.90	3.17	0.00	0.00	0.00	0.00	23.73	232.25
15031	01/01/2003	308.75	0.00	16.66	3.90	3.17	0.00	0.00	0.00	0.00	23.73	232.25
Monthly:		2,325.38	0.00	129.28	30.25	32.78	0.00	0.00	0.00	0.00	300.76	1,802.31
Quarterly:		2,325.38	0.00	129.28	30.25	32.78	0.00	0.00	0.00	0.00	300.76	1,802.31
Total:		2,325.38	0.00	129.28	30.25	32.78	0.00	0.00	0.00	0.00	300.76	1,802.31

## Employee Ledger Card - Deduction Summary

	Gross	insurance	Cafeteria	401k	Uniforms	United Way	Misc #1	Misc #2	Misc #3	Misc #4	Misc #5	Misc #6	Misc #7	Tot With	Net
Jim Able (AblJim)	3,012.25	150.00	90.00	90.37	15.00	6.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	264.84	2,396.05
Brian Beshman (BesBl)	2,662.63	75.00	0.00	0.00	0.00	35.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	342.22	2,210.41
Elmer Bonkers (BonEm)	2,735.25	54.00	0.00	0.00	0.00	30.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	275.40	2,375.85
Alan Cronin (CroAla)	4,200.00	37.50	0.00	0.00	0.00	25.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	652.09	3,485.41
Total:	12,610.14	316.50	90.00	90.37	15.00	96.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,534.55	10,467.72

## Employee Ledger Card - Deductions Detail

Jim Able (AblJim)										222-48-5415						
Rt 2 Box 310										# of Federal: 1						
Shelbyville, IL 62565										# of State: 1						
										Marital: S						
Check #	Date	Gross	insurance	Cafeteria	401k	Uniforms	United Way	Misc #1	Misc #2	Misc #3	Misc #4	Misc #5	Misc #6	Misc #7	Tot With	Net
15001	01/15/2003	529.75	25.00	15.00	15.89	2.62	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	47.06	429.30
15005	01/03/2003	494.25	25.00	15.00	14.53	2.62	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	42.26	353.96
15013	01/15/2003	303.88	25.00	15.00	9.12	2.62	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	23.22	228.04
15017	01/01/2003	390.00	25.00	15.00	11.70	2.62	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	32.31	302.49
15029	01/01/2003	308.75	25.00	15.00	9.26	2.62	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	23.73	232.25
15031	01/01/2003	308.75	25.00	15.00	9.26	2.62	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	23.73	232.25
Monthly:		2,325.38	150.00	90.00	69.76	15.00	6.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	192.31	1,802.31
Quarterly:		2,325.38	150.00	90.00	69.76	15.00	6.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	192.31	1,802.31
Total:		2,325.38	150.00	90.00	69.76	15.00	6.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	192.31	1,802.31

In the example above, the *Insurance, Cafeteria, 401K, United Way*, and all *Misc* are setup on the *Accounting / Setup / Preferences / Payroll* tab.

## Employee Ledger Card - Gross Pay / Wages - Without Detail

	Regular	Overtime	Vacation	Sick	Personal	Holiday	Shop	Scrapping	Bonus	Extra Pay	Misc. Pay	Heading 12	Total Hours	Total Wages
Jim Able (AblJim)	2,836.72	175.51	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	417.50	3,012.25
Brian Beshman (BesBl)	2,419.22	31.88	212.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	312.00	2,662.63
Elmer Bonkers (BonEm)	2,070.22	525.00	0.00	0.00	0.00	0.00	0.00	140.00	0.00	0.00	0.00	0.00	358.75	2,735.25
Alan Cronin (CroAla)	4,200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.00	4,200.00
Total:	11,525.25	732.39	212.50	0.00	0.00	0.00	0.00	140.00	0.00	0.00	0.00	0.00	1,091.25	12,610.14

## Employee Ledger Card - Gross Pay / Wages - Showing Detail

Jim Able (AbJim)													222-48-5415		
Rt 2 Box 310													# of Federal: 1		
Shelbyville IL 62565													# of State: 1		
													Marital: S		
													Total	Total	
Check#	Date	Regular	Overtime	Double time	Vacation	Sick	Personal	Holiday	Shop	Spraying	Bonus	Extra Pay	Misc. Pay	Hours	Wages
19001	01/15/2003	520.00	9.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	81.00	529.75
19005	01/01/2003	454.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	74.50	454.25
19013	01/15/2003	260.00	43.88	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	44.50	303.88
19017	01/01/2003	292.50	57.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	55.00	350.00
19029	01/01/2003	260.00	9.75	13.00	6.50	6.50	6.50	6.50	0.00	0.00	0.00	0.00	0.00	40.00	305.75
19031	01/01/2003	260.00	9.75	13.00	6.50	6.50	6.50	6.50	0.00	0.00	0.00	0.00	0.00	40.00	305.75
	Monthly:	2276.75	170.63	26.00	13.00	13.00	13.00	13.00	0.00	0.00	0.00	0.00	0.00	305.00	2,325.38
	Quarterly:	2276.75	170.63	26.00	13.00	13.00	13.00	13.00	0.00	0.00	0.00	0.00	0.00	305.00	2,325.38
	Total:	2,076.75	170.63	26.00	13.00	13.00	13.00	13.00	0.00	0.00	0.00	0.00	0.00	335.00	2,325.38

The pay headings listed above are setup on the *Accounting / Setup / Preferences / Payroll* tab.

### Employee Ledger Card - Gross Pay / Hours - Without Detail

	Regular	Overtime	Vacation	Sick	Personal	Holiday	Shop	Spraying	Bonus	Extra Pay	Misc. Pay	Heading 12	Total Hours	Total Wages
Jim Able (AbJim)	399.50	19.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	417.50	3,012.25
Brian Beahman (BeaBl)	264.50	2.50	0.00	25.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	312.00	2,662.63
Brian Bonkers (BonBm)	255.75	50.00	0.00	0.00	0.00	0.00	0.00	14.00	0.00	0.00	0.00	0.00	359.75	2,755.25
Alan Cronin (CroAla)	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.00	4,200.00
Total	961.75	70.50	0.00	25.00	0.00	0.00	0.00	14.00	0.00	0.00	0.00	0.00	1,091.25	12,510.14

### Employee Ledger Card - Gross Pay / Hours - Showing Detail

Jim Able (AbJim)													222-48-5415		
Rt 2 Box 310													# of Federal: 1		
Shelbyville IL 62565													# of State: 1		
													Marital: S		
													Total	Total	
Check#	Date	Regular	Overtime	Doubletime	Vacation	Sick	Personal	Holiday	Shop	Spraying	Bonus	Extra Pay	Misc. Pay	Hours	Wages
19001	01/15/2003	80.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	81.00	529.75
19005	01/01/2003	74.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	74.50	454.25
19013	01/15/2003	40.00	4.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	44.50	303.88
19017	01/01/2003	45.00	10.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	55.00	350.00
19029	01/01/2003	40.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	40.00	305.75
19031	01/01/2003	40.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	40.00	305.75
	Monthly:	319.50	15.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	305.00	2,325.38
	Quarterly:	319.50	15.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	305.00	2,325.38
	Total:	319.50	15.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	335.00	2,325.38

The pay headings listed above are setup on the *Accounting / Setup / Preferences / Payroll* tab.