

Pay01 - Payroll Summary Report

The Pay01 Report shows payroll totals, reductions, taxes, deductions (employee) and contributions (employer). It also includes vendor check liability information.

Purpose

The purpose of this report is to provide summary totals including gross bases for required Federal, State and Local government reports. It should be used when submitting payroll to SCOE.

Who Should Use

Payroll technicians who verify payroll information and prepare government reports. Also, management staff could use to review payroll data in summary.

How to Use the Pay01 to verify Payroll Totals

Payroll technicians and Management can verify payroll information. The Pay01 should be run and verified during payroll processing and submission to SCOE.

Payroll technicians can verify each amount listed (Regular Earnings, Deductions and Contributions, Stipends, Miscellaneous Pay and Undocumented Expenses).

Pay09 – Labor Distribution Summary

There is a summary at the end of the report with payroll totals, these totals can be compared and should match the Pay01 totals.

Who Should Use

Payroll supervisors will use this report to view the payroll charges to the different accounts, and verify against the Pay01 amounts.

Pay11 – Income Detail

This report shows earnings detail for each employee, but the last page does list total gross earnings, base pay, overtime, and five other columns for addons by group type.

Purpose

This report should be used when balancing the payroll by type of pay. The breakdown of the pay is based on the group type in the addon record.

Who Should Use

Payroll technicians should use this report for balancing payroll, prior to submission.



Report Favorites!!

Using report favorites can save time, and ensure consistency..

Pay01a

Payroll Summary by Org

Pay Date 08/31/2018

EARNINGS by Earnings Code	Income	Adjustments
Regular	768,711.34	

TAXES	Employee	Employer	Total	Subject Grosses
Federal Withholding	67,548.38		67,548.38	645,286.04
State Withholding	25,554.19		25,554.19	645,286.04
OASDI	9,437.29	9,437.29	18,874.58	152,213.90
Medicare	10,694.72	10,694.72	21,389.44	737,566.09
SDI	1,368.46		1,368.46	136,845.12
Unemployment Ins		373.26	373.26	746,458.29
Workers Comp		7,610.16	7,610.16	768,711.34
SUBTOTAL	114,603.04	28,115.43	142,718.47	

EARNINGS	\$	768,711.34
3300	Employer	
OASDI	\$	9,437.29
MEDICARE	\$	10,694.72
	\$	20,132.01
3500	Employer	
SUI	\$	373.26
3600	Employer	
WC	\$	7,610.16
3200	Employer	
PERS	\$	19,777.51
PERSN	\$	6,679.71
	\$	26,457.22
3100	Employer	
STRS	\$	88,311.38
STRSN	\$	11,295.26
	\$	99,606.64
3400	Employer	
H & W	\$	9,579.87
H & W	\$	81,851.88
	\$	91,431.75
TOTAL	\$	1,014,322.38

EARNINGS by Group	Income	Adjustments
Base	762,228.00	
Misc	3,100.83	
STP	2,232.51	
Undoc Exp	1,150.00	
TOTAL	768,711.34	

REDUCTIONS	Employee	Employer	Total	Subject Grosses
PERS	7,664.88	19,777.51	27,442.39	109,498.10
PERSN	2,588.73	6,679.71	9,268.44	36,982.12
STRS	55,601.48	88,311.38	143,912.86	542,452.70
STRSN	7,080.32	11,295.26	18,375.58	69,381.08
TSA	27,053.00		27,053.00	
Health & Welfare	21,308.05	9,579.87	30,887.92	
H & W 125 Plans	945.00		945.00	
STRS	1,183.84		1,183.84	
SUBTOTAL	123,425.30	135,643.73	259,069.03	

EARNINGS	Person Type	Female Employees
Cert	86	76
Clas	69	56
		539,118.40
		102,589.87
TOTAL	155	132
		641,708.27

DEDUCTIONS	Employee	Employer	Total	Subject Grosses
Health & Welfare	821.75	81,851.88	82,673.63	
Misc Deductions	11,795.80		11,795.80	99,055.96
DNP	49,854.42		49,854.42	302,780.17
SUBTOTAL	62,471.97	81,851.88	144,323.85	
TOTALS	300,500.31	245,611.04	546,111.35	

Vendor Summary for Pay Date 08/31/2018		
Vendor Checks	39,685.87	9
Vendor Liabilities	506,425.48	28
	546,111.35	37

Cancel/Reissue for Process Date 08/31/2018	
Reissued	
Cancel Checks	
Void ACH	

Pay09a

Labor Distribution Summary

From 08/31/2018 through 08/31/2018

Org Summary											
Org	Earnings	STRS 3100	PERS 3200	SS/Medi 3300	H/W 3400	SUI 3500	WC 3600	Ret Bnfts 3700	Pers Red 3800	Othr Bens 3900	Total
	768,711.34	99,606.64	26,457.22	20,132.01	91,431.75	373.26	7,610.16	.00	.00	.00	1,014,322.38

EARNINGS	\$	768,711.34
3300	\$	20,132.01
3500	\$	373.26
3600	\$	7,610.16
3200	\$	26,457.22
3100	\$	99,606.64
3400	\$	91,431.75
TOTAL	\$	1,014,322.38

Pay11a

Income Detail

Pay Date 08/31/2018

Employee	(ID) SSN	Gross	Base Pay	Base Pay	Misc	Stipends	Undocumented Exp	Other
Totals for	District	768,711.34	762,228.00	762,228.00	3,100.83	2,232.51	1,150.00	.00

Earnings by Group
Compare the Pay01 to the Pay11