

XYZ Electronics

Company (TC01)

FAX

To: _____ **Date:** _____ **Pages:** ____ (Including Cover)
Phone: _____ **From:** _____
Fax: _____ **Phone:** (800) 555-1234
Attn: _____ **Fax:** (800) 555-9876

Payroll Data for check date 7/07/2005.

This Fax contains payroll data for the pay period beginning 6/19/2005 and ending 7/02/2005.

Totals

Code	Hours	Dollars
Regular	-----	-----
Overtime	-----	-----
Premium Overtime	-----	-----
	-----	-----
	-----	-----
	-----	-----
	-----	-----
	-----	-----
	-----	-----
	-----	-----

Counts

Description	Count
Employees	
Regular Checks	
Manual Checks	
New Employees	
Employees Not Paid	

Notes:

Department: 100 Management

Employee	Regular	Overtime	Premium Overtime							Deductions/Earnings
BACK, CHRIS										<input type="checkbox"/> D-401k 3.00 <input type="checkbox"/> D-Child 25.00 % <input type="checkbox"/> D-Med12 268.00
Id 6										
SSN 121-21-2121										
Loc 100 Salary 3,000.00	Pay Salary <input type="checkbox"/> Yes <input type="checkbox"/> No									
PARK, CHARLES										
Id 8 Rate 19.2309										
SSN 111-11-1118										
Loc 100 Salary 1,538.47	Pay Salary <input type="checkbox"/> Yes <input type="checkbox"/> No									
Page Totals										Notes
Total Hours										Initials_____
Total Dollars										
Totals For										Notes
Department: 100 Management										Initials_____
Total Hours										
Total Dollars										
Bonus - Bonus	Comm - Commission	Dbl - Double Overtime	Gross - Gross	Health - Health & Welfare	Hol - Holiday					
Match - ER401	OT - Overtime	Other - Other	Pers - Personal	Reg - Regular	Retro - Backpay					
Sal - Salary	Sick - Sick	TipsPaid - Tips paid	Vac - Vacation	XSP - Sick Pay	XSPLT - LT Sick					
XSPNT - NT Sick										

Department: 400 Research and Development

Employee	Regular	Overtime	Premium Overtime							Deductions/Earnings
Garza, Carmen W										
Id 20 Rate 62.5000										
SSN 555-21-5555										
Loc 400 Salary 2,500.00										
	Pay Salary <input type="radio"/> Yes <input type="radio"/> No									
Page Totals										Notes
Total Hours										
Total Dollars										Initials_____
Totals For										Notes
Total Hours										
Department: 400 Research & Total Dollars										Initials_____
Bonus - Bonus	Comm - Commission	Dbl - Double Overtime	Gross - Gross	Health - Health & Welfare	Hol - Holiday					
Match - ER401	OT - Overtime	Other - Other	Pers - Personal	Reg - Regular	Retro - Backpay					
Sal - Salary	Sick - Sick	TipsPaid - Tips paid	Vac - Vacation	XSP - Sick Pay	XSPLT - LT Sick					
XSPNT - NT Sick										

Input Worksheet

XYZ Electronics

Company (TC01)

Check Date: 07/07/2005
 Pay Period: 06/19/2005 to 07/02/2005

Department: 500 Customer Service

Employee	Regular	Overtime	Premium Overtime							Deductions/Earnings
CAPER, JANELL Id 5 Rate 70.0000 SSN 111-11-1112 Loc 500										
Clooney, George Id 11 Rate 62.5000 SSN 111-11-1113 Salary 5,000.00 Loc 500	Pay Salary <input type="radio"/> Yes <input type="radio"/> No									<input type="radio"/> D-Child 25.00 %
demo, first Id 19 SSN 654-21-8754 Salary 1,500.00 Loc 500	Pay Salary <input type="radio"/> Yes <input type="radio"/> No									
Rate Code 2 20.0000										
FROST, DAVID L Id 2 Rate 20.8300 SSN 111-11-1115 Salary 1,666.67 Loc 500	Pay Salary <input type="radio"/> Yes <input type="radio"/> No									<input type="radio"/> D-Med12 40.00
Rate Code 2 2.2700										
Grace, Topher Id 13 SSN 222-22-2222 Salary 2,000.00 Loc 500	Pay Salary <input type="radio"/> Yes <input type="radio"/> No									
Rate Code 2 15.0000										
Page Totals										Notes
Total Hours										
Total Dollars										Initials_____

Bonus - Bonus	Comm - Commission	Dbl - Double Overtime	Gross - Gross	Health - Health & Welfare	Hol - Holiday
Match - ER401	OT - Overtime	Other - Other	Pers - Personal	Reg - Regular	Retro - Backpay
Sal - Salary	Sick - Sick	TipsPaid - Tips paid	Vac - Vacation	XSP - Sick Pay	XSPLT - LT Sick
XSPNT - NT Sick					

Input Worksheet

XYZ Electronics

Company (TC01)

Check Date: 07/07/2005
 Pay Period: 06/19/2005 to 07/02/2005

Department: 500 Customer Service (Cont)

Employee	Regular	Overtime	Premium Overtime							Deductions/Earnings
Jones, Kasey Id 15 Rate 87.5000 SSN 444-44-4444 Salary 7,000.00 Loc 500										
Lopez, Nicole Id 57 SSN 1112223333 Loc 500										
Perez, Anna G Id 18 Rate 14.5000/Hour SSN 654-65-6546 Loc 500										
PITT, BRAD Id 3 SSN 111-11-1119 Salary 1,750.00 Loc 500										<input type="checkbox"/> D-401k 100.00 <input type="checkbox"/> E-Healt 10.00 /hr
RAMBO, MIKE Id 9 Rate 18.5000 SSN 222-22-2221 Loc 500										<input type="checkbox"/> D-Child 25.00 %
Rogers, Fred Id 16 Rate 62.5000 SSN 555-55-5555 Salary 5,000.00 Loc 500										
Ross, Bob Id 14 SSN 333-33-3333 Salary 7,500.00 Loc 500										
Smith, Robert B Id 1 Rate 11.0000 SSN 333-33-3334 Loc 500										<input type="checkbox"/> D-Med12 100.00
Page Totals Total Hours Total Dollars										Notes Initials_____
Totals For Department: 500 Customer Total Hours Total Dollars										Notes Initials_____

Input Worksheet

XYZ Electronics
Company (TC01)

Check Date: 07/07/2005
Pay Period: 06/19/2005 to 07/02/2005

Department: 500 Customer Service (Cont)

Employee	Regular	Overtime	Premium Overtime						Deductions/Earnings
Bonus - <i>Bonus</i>	Comm - <i>Commission</i>	Dbl - <i>Double Overtime</i>	Gross - <i>Gross</i>	Health - <i>Health & Welfare</i>	Hol - <i>Holiday</i>				
Match - <i>ER401</i>	OT - <i>Overtime</i>	Other - <i>Other</i>	Pers - <i>Personal</i>	Reg - <i>Regular</i>	Retro - <i>Backpay</i>				
Sal - <i>Salary</i>	Sick - <i>Sick</i>	TipsPaid - <i>Tips paid</i>	Vac - <i>Vacation</i>	XSP - <i>Sick Pay</i>	XSPLT - <i>LT Sick</i>				
XSPNT - <i>NT Sick</i>									

Input Worksheet

XYZ Electronics
Company (TC01)

Check Date: 07/07/2005
Pay Period: 06/19/2005 to 07/02/2005

Department: 700 Janitorial

Employee	Regular	Overtime	Premium Overtime							Deductions/Earnings
AFFLEK, BEN Id 56 Rate 25.0000 SSN 555-67-9870 Loc 700	80.00									
Page Totals Total Hours Total Dollars	80.00									Notes Initials_____
Totals For Department: 700 Janitorial Total Hours Total Dollars	80.00									Notes Initials_____
Bonus - Bonus Match - ER401 Sal - Salary XSPNT - NT Sick	Comm - Commission OT - Overtime Sick - Sick	Dbl - Double Overtime Other - Other TipsPaid - Tips paid	Gross - Gross Pers - Personal Vac - Vacation	Health - Health & Welfare Reg - Regular XSP - Sick Pay	Hol - Holiday Retro - Backpay XSPLT - LT Sick					