OnTheClock Payroll Template Instructions							
1	Make sure you have all the necessary information to fill in the orange cells . You may fill in others as needed, however, formulas are set. Light gray pull from the OTC report tab and can be overwritten if you prefer.						
2	Research tax rates prior to using and confirm all data is correct. On information or advice.	TheClock provides this is a tool, we do not provide tax					
3	OnTheClock cannot guarantee accuracy of payroll using this tool. This is for guidance only. If you have questions, check out our marketplace of accountants and payroll providers.						
4	To use this template, go to File> Make a Copy						
5	Follow steps in order of tabs: Step 1 paste your hours in, then Step 2 to set up employee info, then Step 3 payroll info						
Resou	Resources						
More A	More About Social Security Tax						
Gener	General Fair Labor Standards Act Reference Guide On the clock						
2023	2023 Tax Updates From IRS						

Instructions 1. Go to Time Cards> More tab> Gusto Export 2. Copy and paste the report into cell B5		(1) an	ام مام ماه	_						
		on the clock		(
p		en 1: Run h	ours report in	n OTC, copy an	d paste report	here, or n	nanually type	information		
Name	First name	Last name			· · · · · ·				Commission Amount	Tip Amoun
Ann Employee	Ann	Employee	32		0			0	\$0.00	\$0.00
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Dashboard

Total Number of Employees	1
Regular Hours Worked	0.00
Overtime Hours	0.00
Sick, Vacation, Holiday Hours	0.00
Total Hours/Employee	0
Total Gross Pay	\$0.00
Total Net Pay	\$0.00

1.00			
0.50 —			
0.00 —			
-0.50 —			
-1.00 —	Regular Hours Worked	Overtime Hours	Sick, Vacation, Holiday Hours



EMPLOYEE NAME		SOCIAL SEC.ID		EMPLOYEE ID	CHECK No.	PAY PERIOD	PAY DATE
James Robert		XXX-XX-6565		454545	259248	01/23/14-01/29/14	01/31/14
INCOME	RATE	HOURS	CURRENT TOTAL	DEDUCTIONS	CURREN	T TOTAL	YEAR-TO-DATE
GROSS WAGES			1,000.00	FICA MED TAX	1	4.50	72.50
				FICA SS TAX	6	2.00	310.00
				FED TAX	15	59.50	797.48
				CA ST TAX	4	4.26	221.31
				SDI	1	0.00	50.00
YTD GROSS 5,000.00	YTD DEDCTIONS 1.451.28		YTD NET PAY 3.548.72	TOTAL 1,000,00	DEDUCT: 290.2		NET PAY 709.74

Pay stub (hourly)

SMITH AND COMP	ANY, INC.		
123 West Street Smallt			
EMPLOYEE Johnson, Bob	SOCIAL SECURITY NO. XXX-XX-6789	PAY RATE 18.00 regular	PAY PERIOD 1/7/XX to 1/13/XX
comison, bos	7,7,7,7,7,0,700	27.00 overtime	177777 10 17 10777
EARNINGS HOURS	AMOUNT	DEDUCTIONS	AMOUNT
Regular 40.00	720.00	Federal W/H	60.45
Overtime 2.00	54.00	FICA	47.99
,	_	Medicare	11.22
GROSS EARNINGS:	774.00	CA State W/H	10.04
TOTAL DEDUCTED:	213.29	CA State DI	6.19
NET EARNINGS:	560.71	401k	77.40
			_
SICK LEAVE: 24.00 HOURS AVAILAB	LE		

This one passed