

## OnTheClock Payroll Template Instructions

1	Make sure you have all the necessary information to <b>fill in the orange cells</b> . 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. OnTheClock provides this is a tool, we do not provide tax information or advice.
3	<b>OnTheClock cannot guarantee accuracy of payroll using this tool.</b> This is for guidance only. If you have questions, check out our <a href="#">marketplace of accountants and payroll providers</a> .
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

### Resources

[More About Social Security Tax](#)

[General Fair Labor Standards Act Reference Guide](#)

[2023 Tax Updates From IRS](#)



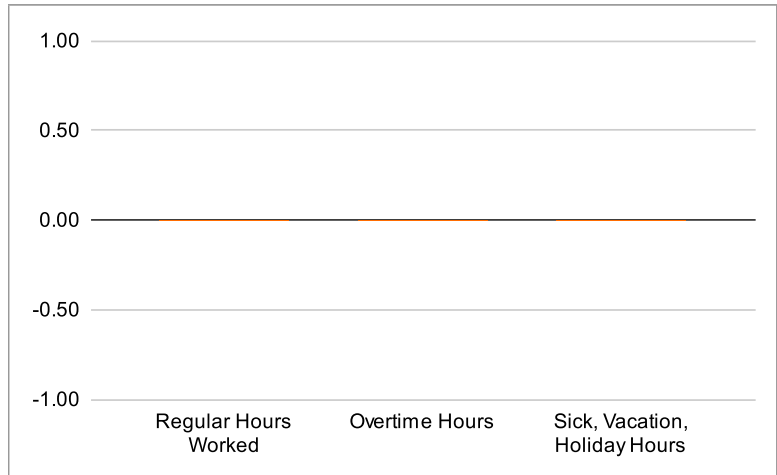






## Dashboard

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



Sample Company Name, Sample Company Address, 95220				<b>EARNINGS STATEMENT</b>		
<b>EMPLOYEE NAME</b>	<b>SOCIAL SEC. ID</b>	<b>EMPLOYEE ID</b>	<b>CHECK No.</b>	<b>PAY PERIOD</b>	<b>PAY DATE</b>	
James Robert	XXX-XX-6565	454545	259248	01/23/14-01/29/14	01/31/14	
<b>INCOME</b>	<b>RATE</b>	<b>HOURS</b>	<b>CURRENT TOTAL</b>	<b>DEDUCTIONS</b>	<b>CURRENT TOTAL</b>	<b>YEAR-TO-DATE</b>
GROSS WAGES			1,000.00	FICA MED TAX	14.50	72.50
				FICA SS TAX	62.00	310.00
				FED TAX	159.50	797.48
				CA ST TAX	44.26	221.31
				SDI	10.00	50.00
<b>YTD GROSS</b>	<b>YTD DEDCTIONS</b>	<b>YTD NET PAY</b>	<b>TOTAL</b>	<b>DEDUCTIONS</b>	<b>NET PAY</b>	
5,000.00	1,451.28	3,548.72	1,000.00	290.26	709.74	

### Pay stub (hourly)

<b>SMITH AND COMPANY, INC.</b>					
123 West Street Smalltown, CA 98765					
<b>EMPLOYEE</b>	<b>SOCIAL SECURITY NO.</b>	<b>PAY RATE</b>	<b>PAY PERIOD</b>		
Johnson, Bob	XXX-XX-6789	18.00 regular 27.00 overtime	1/7/XX to 1/13/XX		
<b>EARNINGS</b>	<b>HOURS</b>	<b>AMOUNT</b>	<b>DEDUCTIONS</b>	<b>AMOUNT</b>	
Regular	40.00	720.00	Federal W/H	60.45	
Overtime	2.00	54.00	FICA	47.99	
			Medicare	11.22	
			CA State W/H	10.04	
			CA State DI	6.19	
			401k	77.40	
<b>GROSS EARNINGS:</b>		774.00			
<b>TOTAL DEDUCTED:</b>		213.29			
<b>NET EARNINGS:</b>		560.71			
<b>SICK LEAVE:</b>					
24.00 HOURS AVAILABLE					

This one passed