

## EMPLOYEE CHECK HISTORY

EMPLOYEE INFORMATION		*----- EARNINGS THIS PAY -----*			* DEDUCTIONS/ACH *		*----- TAXES WITHHELD -----*							
		DESC	RATE	HOURS	AMOUNT	DESC	HOURS	AMOUNT	DESC	GROSS	TAXABLE	AMOUNT		
LAYN DEPT 01 UOI EMPL# 000010024 SSNO - -		REGULAR	80.000		3065.38	401A FEE		4.60	F. I. T.	3098.89	2921.44	306.49	CHECK DT	10/07/2016
		GTL AUTO			33.51	401M MTC		122.61	MHI	3098.89	3074.71	44.58	CHECK NO	DEPOSIT
						401KPT		153.27	EESOCSEC	3098.89	3074.71	190.63	GROSS	3098.89
						DNEMPT		24.18	MA STATE	3098.89	2921.44	134.48	NET TOT	2211.75
						YTD EARN		63010.75	GTLAUTO				DIR DEP	2211.75
								ACH-CHKG				2211.75	CHK TOT	0.00
	R-001	REGULAR	40.000		3065.38	401A FEE		4.60	F. I. T.	3098.89	2921.44	306.49	CHECK DT	10/21/2016
		GTL AUTO			33.51	401M MTC		122.61	MHI	3098.89	3074.71	44.58	CHECK NO	DEPOSIT
		VACATION	40.000			401KPT		153.27	EESOCSEC	3098.89	3074.71	190.63	GROSS	3098.89
						DNEMPT		24.18	MA STATE	3098.89	2921.44	134.48	NET TOT	2211.75
					YTD EARN		66109.64	GTLAUTO				2211.75	DIR DEP	2211.75
								ACH-CHKG				2211.75	CHK TOT	0.00
	R-001	REGULAR	80.000		3065.38	401A FEE		4.60	F. I. T.	3098.89	2921.44	306.49	CHECK DT	11/04/2016
		GTL AUTO			33.51	401M MTC		122.61	MHI	3098.89	3074.71	44.58	CHECK NO	DEPOSIT
						401KPT		153.27	EESOCSEC	3098.89	3074.71	190.63	GROSS	3098.89
						DNEMPT		24.18	MA STATE	3098.89	2921.44	134.48	NET TOT	2211.75
					YTD EARN		69208.53	GTLAUTO				2211.75	DIR DEP	2211.75
								ACH-CHKG				2211.75	CHK TOT	0.00
		REGULAR	1672.000		68460.18	401A FEE		102.68	F. I. T.	69208.53	65713.00	6915.05	GROSS	69208.53
		GTLAUTO			748.35	401M MTC		2738.33	MHI	69208.53	69135.99	1002.48	NET TOT	49733.55
		VACATION	104.000			401KPT		3422.99	EESOCSEC	69208.53	69135.99	4286.39	DIR DEP	49733.55
						DNEMPT		72.54	MA STATE	69208.53	65713.00	3027.18	CHK TOT	0.00
						GTLAUTO		748.35						

Earnings should be coded using appropriate earnings codes (Regular, Vacation, etc.). Hours must be entered for all earnings codes, even Stipends, each pay period.

Confirm that any duplicate payments have been voided.

Confirm that Group Term Life imputed income shows under Earnings and Deductions/ACH.

For employees with Medicare as Primary and for whom Part B reimbursements are made through IOI, confirm that these reimbursements have been made.

Review Deductions/ACH to confirm Medical and Dental Deductions and 401(k) deductions/employer contributions/admin fees.

## LAY EMPLOYEE CHECK HISTORY