

# Using Zenefits' payroll report templates

Congratulations on getting started with your payroll reports. In your zip file you will have received the following:

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Payroll experts developed these templates for easy, out-of-the-box use by your organization to report on your payroll expenses, deductions, contributions, as well as capture every check processed in a pay run.

To automate your payroll report, or if you're interested in other payroll report tools such as:

- Payroll Summary Report
- Payroll Detail Report
- Employee Detail Report
- History Summary Report
- Tax Payments Report
- Tax Liability Report
- Wage and Tax Summary Report
- Deductions and Contributions Report
- Revamped All-in-one Report



Check out Zenefits' payroll product—an easy addition to further your mobile HR suite.

# Labor Distribution Report

This report allows companies to see an accounting statement that details hours worked, wages earned, and benefits accrued by department and/or location.

## It provides insights into:

- Regular, overtime & other hours
- Regular, overtime & other earnings
- Reimbursements
- Deductions
- Employer contributions
- Employee & employer taxes
- Net pay by an individual employee for a pay run or period

## Column Inputs

### Department

The organizational structure that the employee is in.

### Location

The location that the employee is paid in, this matters for specific tax holdings and other place-specific regulations.

### Employee Name

Full name of employee.

### Employee ID

Employee ID number is a number assigned to each employee to ensure that information can be held autonomously and confidential.

### Hourly Rate

The amount of money an employee earns hourly. If your employee is salaried, divide your annual salary by 2,080. For instance, if you earn \$75,000 a year,  $\$75,000/2080 = \$36.06$  hourly wage.

### Regular Hours

The number of hours for the pay period falling within the normal scheduled hours (will not include Sick, Vacation, Holiday, Overtime hours, which fall into Overtime Hours and Other Hours)

### Overtime Hours

The number of overtime hours logged in a pay period.



## Labor Distribution

Company: [Company Name]

Period: [Date] to [Date]

| Department             | Location          | Employee Name   | Employee ID |
|------------------------|-------------------|-----------------|-------------|
| Human Resources        | New York, NY      | BRIAN, CHARLENE | 1788        |
| Human Resources        | San Francisco, CA | ROWLAND, OSCAR  | 1790        |
| Human Resources        | Tempe, AZ         | GOLD, FINGER    | 1791        |
| <b>Human Resources</b> |                   |                 |             |
| Sales                  | New York, NY      | ADAMS, GENIUS B | 1788        |
| Sales                  | San Francisco, CA | ROWLAND, PETER  | 1790        |
| Sales                  | Tempe, AZ         | BILL,XU         | 1791        |
| <b>Sales</b>           |                   |                 |             |
| Product                | New York, NY      | RYAN,C          | 1788        |
| Product                | San Francisco, CA | JAMES,BROWN     | 1790        |
| Product                | Tempe, AZ         | LIV, SANA       | 1791        |
| <b>Product</b>         |                   |                 |             |
| Engineering            | New York, NY      | TAPAN, VIJAY    | 1788        |
| Engineering            | San Francisco, CA | MURIL GUANG     | 1790        |

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Company: [Company Name]

| Employee Taxes     | Employer Taxes    | Net Pay            |
|--------------------|-------------------|--------------------|
| \$6,250.00         | \$1,250.00        | \$7,412.79         |
| \$3,750.00         | \$750.00          | \$9,912.79         |
| \$1,481.81         | \$296.36          | \$3,793.68         |
| <b>\$11,481.81</b> | <b>\$2,296.36</b> | <b>\$27,456.47</b> |
| \$6,000.00         | \$1,200.00        | \$12,000.00        |
| \$1,975.00         | \$493.75          | \$5,925.00         |
| \$3,750.00         | \$937.50          | \$11,250.00        |
| <b>\$11,725.00</b> | <b>\$2,631.25</b> | <b>\$29,175.00</b> |
| \$6,250.00         | \$1,250.00        | \$13,750.00        |
| \$3,750.00         | \$750.00          | \$8,750.00         |
| \$1,481.81         | \$296.36          | \$3,793.68         |
| <b>\$11,481.81</b> | <b>\$2,296.36</b> | <b>\$26,293.68</b> |
| \$6,250.00         | \$1,250.00        | \$13,750.00        |
| \$3,750.00         | \$750.00          | \$8,750.00         |
| \$1,481.81         | \$296.36          | \$3,793.68         |
| <b>\$11,481.81</b> | <b>\$2,296.36</b> | <b>\$26,293.68</b> |

### Other Hours

Any type of hours not associated with regular hours or overtime hours, e.g. sick hours, holiday, or vacation.

### Regular Wages

The total amount an employee has earned for their regular hours worked in a given pay period.

### Overtime Wages

The total amount an employee has earned on top of their regular hours worked in a given pay period and will be calculated at your primary overtime rate.

### Other Earnings

The total amount an employee has earned on top of their regular and overtime hours, including holiday, vacation, sick, bonuses, commissions, or tips.

### Gross Pay

The amount of money your employees receive before any taxes or deductions are taken out.

### Reimbursements

Any amount of money paid back to an employee to cover money that has been spent out of their pocket.

### Employee Deductions

Any amount of money withheld from an employee's check to cover, benefits, and fees, retirement contributions, HSA contributions, health insurance, and charitable donations.

### Employer Contribution

Any amount of money that is contributed by an employer to the total amount of employee compensation or benefit.

Contributions can be in the form of benefit sponsorship, 401(k) matching, or pre-tax savings accounts.

### Employee Taxes

Federal, state and local taxes withheld from an employee's paycheck that employers are required to withhold from employees' wages, also known as withholding tax, that often covers advance payment of income tax, social security contributions, and various insurances (e.g., unemployment and disability).

*To figure out how much tax to withhold, use the employee's Form W-4 and the methods described in [Publication 15, Employer's Tax Guide](#) and [Publication 15-A, Employer's Supplemental Tax Guide](#).*

### Employer Taxes

Federal, state and local taxes that an employer pays from their own funds (generally matching employee contributions) to cover things like Social Security, Medicaid, and state unemployment insurance.

### Net Pay

The amount of pay an employee receives after deductions and employee taxes.

# Payroll Register Report

This report allows clients to see a summary view of total earnings, deductions, contributions, taxes and total cost at the check level for a selected payroll run or, alternatively, all payroll runs over a selected period.

For each employee check, this report captures:

- Check date
- Total cost
- Employer contributions
- Employer taxes
- Gross to net (gross wages, total deductions, total taxes withheld, net pay)
- Total hours
- Payment method (Check or direct deposit)



**Payroll Register**  
Company: [Company Name]

**Net Amount**  
\$30,479.18

**EE Taxes**  
[Total EE Taxes]

**Deductions**  
[Total Deductions]

**Total Pay**  
[Total Pay]

**ER Taxes**  
[Total ER Taxes]

**ER Contributions**  
[Total EE Contributions]

| Check Date: [Check Date,...] (R |            |
|---------------------------------|------------|
| Check Date                      | Name       |
| 05/18/2018                      | BRIAN, CH  |
| 05/18/2018                      | ROWLAND    |
| 05/18/2018                      | GOLD, FIN  |
| Customer Support Subtotals      |            |
| 05/18/2018                      | GRAY, ADA  |
| 05/18/2018                      | PAT, FRED  |
| Executive Subtotals             |            |
| 05/18/2018                      | FISHER, ER |
| 05/18/2018                      | GREEN, RA  |
| Human Resources Subtotals       |            |
| 05/18/2018                      | CHEN, YON  |
| 05/18/2018                      | CASPER, JO |
| IT Subtotals                    |            |
| 05/18/2018                      | HARI, KIRA |
| Sales Subtotals                 |            |
| Grand Totals                    |            |

## Column Inputs

### Check Date

The date that payroll check or direct deposit is dated. Payroll is generally run at least 48 hours prior to the check date.

### Name

The name of your employee.

### Department

The organizational structure that the employee is in.

### Location

The city and state that your employee legally lives in. Every state and many cities have different regulations for taxes, which means for every state you are issuing payroll, you have a separate set of regulations and compliance standards to meet.

*Pro tip: Compliance management increases with each state you are paying employees. Pass the headache to Zenefits, we manage all that automatically, transparently, and accurately.*

### Total Cost

Total amount of money a company is responsible for paying including pre-tax wages, and employer taxes and contributions.

### Employer Contributions

The amount of money the employer is paying for benefits such as dental, vision, health, insurance, 401(k)s, or HSA.

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| Total Hours    | Net Amount         | Payment Method |
|----------------|--------------------|----------------|
| 80.0           | \$1,921.81         | Direct Deposit |
| 80.0           | \$2,804.88         | Direct Deposit |
| 80.0           | \$1,432.35         | Direct Deposit |
| <b>240.0</b>   | <b>\$6,832.90</b>  |                |
| 80.0           | \$1,964.83         | Direct Deposit |
| 80.0           | \$7,088.44         | Check          |
| <b>160.0</b>   | <b>\$9,053.27</b>  |                |
| 80.0           | \$1,921.81         | Direct Deposit |
| 80.0           | \$2,306.72         | Direct Deposit |
| <b>160.0</b>   | <b>\$4,228.53</b>  |                |
| 80.0           | \$4,025.09         | Direct Deposit |
| 80.0           | \$1,532.55         | Direct Deposit |
| <b>160.0</b>   | <b>\$5,557.64</b>  |                |
| 80.0           | \$1,215.85         | Direct Deposit |
| <b>80.0</b>    | <b>\$1,215.85</b>  |                |
| <b>1,040.0</b> | <b>\$30,479.18</b> |                |

### Employer Taxes

The amount of money the employer is responsible to pay to federal, state and local governments that cover things like Social Security, Medicaid, and various unemployment taxes or insurance.

### Gross Pay

Total amount of money an employee earns through wages in a given amount of time. For hourly workers, this includes regular hours, overtime hours and other hours. For salaried workers, this is the total amount of pay in the given period, based on their annual rate.

### Total Deductions

Sum cost of employee deductions including, withholdings (e.g. health insurance, medical, dental, vision, 401k, garnishments, etc...).

### Taxes Withheld

Total amount of federal, state and local taxes withheld from an employee's paycheck.

### Total Hours

Total hours of work an employee has logged in a given pay period (including vacation, sick days, etc...).

### Net Amount

Amount of pay issued to a employee on a paycheck after withholding taxes and deductions.

### Payment Method

The de facto payment method for each individual employee. This is usually agreed upon during the employee onboarding process.

Need a new hire onboarding checklist?  
[We've got you covered.](#)

## Sidebar Outputs

### Net Amount

Net amount paid to all employees.

### EE Taxes

Total taxes paid by all employees.

### Deductions

Total deductions paid by all employees.

### Total Pay

Total amount of money earned by all employees, before taxes, deductions, or withholdings.

### ER Taxes

Total amount of federal, state, and local taxes the employer is responsible for the period.

### ER Contributions

Total amount of contributions paid by the employer for all employees, including health benefits, 401(k) contributions, and other employer-sponsored benefits.