

Employee Ledger Card Report

Last Modified on 12/27/2021 2:57 pm CST

The Employee Ledger Card can be an essential tool in obtaining detailed information about an employee's deductions, tax withholding, hours, and wages per paycheck. Besides the information already listed, the report also contains the employee's tax withholding marital status, social security number, address, and number of allowances claimed. The report pulls information from the paychecks and will display one employee per page if it is run with detail. If it is run without detail, the report will list all employees on one page.

Setup

The image displays two screenshots of the 'Payroll Status Reports' dialog box, illustrating the configuration for the 'Employee Ledger Card' report. Both screenshots show the same interface, with the 'Employee Ledger Card' option selected in the left-hand menu. The 'Report Criteria' section on the right is configured as follows: 'Select Employees' is set to 'All', 'Select Deductions' is set to 'All', 'Select Style' has 'Tax Withholding' selected, and 'Select Range' is set to 'Date' with a start date of 01/01/2014 and an end date of 09/30/2014. In the lower section, 'Include SSN' and 'Show Detail' are checked, while 'Include Subtotals' is unchecked. The 'Include Additional Dataset' dropdown is set to '(None)'. At the bottom, there are buttons for 'Load Set', 'Save Set', 'OK', and 'Cancel', along with 'Print' and 'Preview' radio buttons.

Select Employee - Select employee(s) to be included in the report.

Emp. Cls. - A subset of employees can quickly be selected if the classifications are set on the employee file(s).

Select Style -

- **Tax Withholding** - Displays *Gross Wage, Tax Withholding, Other*, and the *Net Wage*. All voluntary deductions withheld from the paycheck will be grouped into the *Other* category.
- **Deduction Detail** - Displays *Gross Wage, Individual Voluntary Deductions, Tax Withheld*, and *Net Wages* per paycheck. All taxes withheld from the paycheck will be grouped into the *Tax W/H* category.
- **Deduction Summary** - Displays *Gross Wage, Individual Voluntary Deductions, Tax Withheld*, and *Net Wages* per employee for the date or check number range specified. Up to 12 deductions can display on the report. If more than 12 deductions exist in the data, select the deductions to include.
- **Gross Pay/Wages** - Display *Gross Wages by Pay Headings, Total Hours Worked*, and *Total Gross Wages*. It will not display *Tax Withheld, Deductions*, or *Net Pay* information.
- **Gross Pay/Hours** - Display *Hours Worked by Pay Headings, Total Hours Worked*, and *Total Gross Wages*. It will not display *Tax Withheld, Deductions*, or *Net Pay* information.

Select Range - Select either a date or check range for the report.

Include SSN - With this option selected, the employee social security number will print on the report.

Include Subtotals - This option displays month and quarter totals for the range specified.

Departments Sort - Available on the *Deduction Summary* style only, this option sorts and totals the report by the department set on the employee file.

Show Detail - Available on the *Tax Withholding*, *Gross Pay/Wages*, and *Gross Pay/Hours* styles, selecting this option displays the individual check information. If it is not selected, the report shows one line per employee and displays only the totals of the range selected.

Include Additional Dataset - If the report is based on a date range and the workstation has access to additional datasets, one can be selected in the drop down box and included in the calculations.

Employee Ledger Card - Tax Withholding - Without Detail

	<u>Gross</u>	<u>Federal</u>	<u>FICA</u>	<u>Medicare</u>	<u>State</u>	<u>Local</u>	<u>DC</u>	<u>Fuel</u>	<u>Gas</u>	<u>Other</u>	<u>Net</u>
Jim Able (Abi Jim)	3,012.26	0.00	171.87	40.20	52.77	0.00	0.00	0.00	0.00	351.37	2,396.05
Blair Bashman (BeeBl)	2,662.63	76.18	160.44	37.51	66.09	0.00	0.00	0.00	0.00	110.00	2,210.41
Bmer Bonkers (BonBm)	2,735.25	10.61	166.24	38.88	58.67	0.00	0.00	0.00	0.00	94.00	2,375.85
Alan Cronin (CroAla)	4,200.00	220.29	258.10	60.35	113.35	0.00	0.00	0.00	0.00	62.50	3,485.41
Totals	12,610.14	308.08	756.65	176.94	291.88	0.00	0.00	0.00	0.00	607.87	10,467.72

Employee Ledger Card - Tax Withholding - Showing Detail

Jim Able (AblJim)										222-48-5415			
Rt 2 Box 310										# of Federal: 1			
Shelbyville IL 62565										# of State: 1			
										Marital: S			
<u>Check #</u>	<u>Date</u>	<u>Gross</u>	<u>Federal</u>	<u>FICA</u>	<u>Medicare</u>	<u>State</u>	<u>Local</u>	<u>EC</u>	<u>Int1</u>	<u>Int2</u>	<u>Other</u>	<u>Net</u>	
15001	01/15/2003	629.75	0.00	30.36	7.10	9.60	0.00	0.00	0.00	0.00	69.39	429.30	
15005	01/01/2003	484.25	0.00	27.54	6.44	8.28	0.00	0.00	0.00	0.00	58.03	389.96	
15013	01/15/2003	303.88	0.00	15.36	3.83	3.03	0.00	0.00	0.00	0.00	32.62	228.04	
15017	01/01/2003	390.00	0.00	21.70	5.08	5.53	0.00	0.00	0.00	0.00	36.20	302.49	
15029	01/01/2003	308.75	0.00	15.66	3.90	3.17	0.00	0.00	0.00	0.00	32.76	232.25	
15031	01/01/2003	308.75	0.00	15.66	3.90	3.17	0.00	0.00	0.00	0.00	32.76	232.25	
Monthly:		2,325.38	0.00	129.28	30.25	32.78	0.00	0.00	0.00	0.00	300.76	1,802.31	
Quarterly:		2,325.38	0.00	129.28	30.25	32.78	0.00	0.00	0.00	0.00	300.76	1,802.31	
Total:		2,325.38	0.00	129.28	30.25	32.78	0.00	0.00	0.00	0.00	300.76	1,802.31	

Employee Ledger Card - Deduction Summary

	<u>Gross</u>	<u>Insurance</u>	<u>Cafeteria</u>	<u>401k</u>	<u>Uniforms</u>	<u>United Way</u>	<u>Misc #1</u>	<u>Misc #2</u>	<u>Misc #3</u>	<u>Misc #4</u>	<u>Misc #5</u>	<u>Misc #6</u>	<u>Misc #7</u>	<u>Tot With</u>	<u>Net</u>
Jim Able (AblJim)	3,012.25	150.00	90.00	90.37	15.00	6.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	264.84	2,396.05
Blair Beahman (BeaBl)	2,662.63	75.00	0.00	0.00	0.00	35.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	342.22	2,210.41
Elmer Bonkers (BonElm)	2,735.25	54.00	0.00	0.00	0.00	30.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	275.40	2,375.85
Alan Cronin (CroAla)	4,200.00	37.50	0.00	0.00	0.00	25.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	852.09	3,485.41
Total:	12,610.14	316.50	90.00	90.37	15.00	96.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,534.55	10,467.72

Employee Ledger Card - Deductions Detail

Jim Able (AblJim)															222-48-5415	
Rt 2 Box 310															# of Federal: 1	
Shelbyville, IL62565															# of State: 1	
															Marital: S	
<u>Check#</u>	<u>Date</u>	<u>Gross</u>	<u>Insurance</u>	<u>Cafeteria</u>	<u>401k</u>	<u>Uniforms</u>	<u>United Way</u>	<u>Misc #1</u>	<u>Misc #2</u>	<u>Misc #3</u>	<u>Misc #4</u>	<u>Misc #5</u>	<u>Misc #6</u>	<u>Misc #7</u>	<u>Tot With</u>	<u>Net</u>
15001	01/15/2003	629.75	25.00	15.00	15.89	2.50	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	47.06	429.30
15005	01/01/2003	484.25	25.00	15.00	14.53	2.50	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	42.26	389.96
15013	01/15/2003	303.88	25.00	15.00	9.12	2.50	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	23.22	228.04
15017	01/01/2003	390.00	25.00	15.00	11.70	2.50	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	32.31	302.49
15029	01/01/2003	308.75	25.00	15.00	9.26	2.50	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	23.73	232.25
15031	01/01/2003	308.75	25.00	15.00	9.26	2.50	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	23.73	232.25
Monthly:		2,325.38	150.00	90.00	69.76	15.00	6.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	192.31	1,802.31
Quarterly:		2,325.38	150.00	90.00	69.76	15.00	6.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	192.31	1,802.31
Total:		2,325.38	150.00	90.00	69.76	15.00	6.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	192.31	1,802.31

In the example above, the *Insurance*, *Cafeteria*, *401K*, *United Way*, and all *Misc* are setup on the *Accounting / Setup / Preferences / Payroll* tab.

Employee Ledger Card - Gross Pay / Wages - Without Detail

	<u>Regular</u>	<u>Overtime</u>	<u>Vacation</u>	<u>Sick</u>	<u>Personal</u>	<u>Holiday</u>	<u>Shop</u>	<u>Sparring</u>	<u>Bonus</u>	<u>Extra Pay</u>	<u>Misc. Pay</u>	<u>Heading12</u>	<u>Total</u>	<u>Total</u>
Jim Able (AblJim)	2,896.75	175.51	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	417.50	3,012.25
Blair Beahman (BeaBl)	2,419.25	31.88	212.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	312.00	2,662.63
Elmer Bonkers (BonElm)	2,070.25	525.00	0.00	0.00	0.00	0.00	0.00	140.00	0.00	0.00	0.00	0.00	359.75	2,735.25
Alan Cronin (CroAla)	4,200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.00	4,200.00
Total:	11,525.25	732.39	212.50	0.00	0.00	0.00	0.00	140.00	0.00	0.00	0.00	0.00	1,091.25	12,610.14

Employee Ledger Card - Gross Pay / Wages - Showing Detail

Jim Able (AblJim)														222-48-5415	
Rt 2 Box 310														# of Federal: 1	
Shelbyville IL 62565														# of State: 1	
														Marital: S	
														Total	Total
<u>Check #</u>	<u>Date</u>	<u>Regular</u>	<u>Overtime</u>	<u>Double time</u>	<u>Vacation</u>	<u>Sick</u>	<u>Personal</u>	<u>Holiday</u>	<u>Shop</u>	<u>Spraying</u>	<u>Bonus</u>	<u>Extra Pay</u>	<u>Misc. Pay</u>	<u>Hours</u>	<u>Wages</u>
19001	01/15/2003	520.00	9.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	81.00	529.75
19005	01/01/2003	494.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	74.50	494.25
19013	01/15/2003	260.00	43.88	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	44.50	303.88
19017	01/01/2003	292.50	97.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	95.00	390.00
19029	01/01/2003	260.00	9.75	13.00	6.00	6.00	6.00	6.00	0.00	0.00	0.00	0.00	0.00	40.00	308.75
19031	01/01/2003	260.00	9.75	13.00	6.00	6.00	6.00	6.00	0.00	0.00	0.00	0.00	0.00	40.00	308.75
	Monthly:	2376.75	170.63	26.00	13.00	13.00	13.00	13.00	0.00	0.00	0.00	0.00	0.00	306.00	2,325.38
	Quarterly:	2376.75	170.63	26.00	13.00	13.00	13.00	13.00	0.00	0.00	0.00	0.00	0.00	306.00	2,325.38
	Totals	2,076.75	170.63	26.00	13.00	13.00	13.00	13.00	0.00	0.00	0.00	0.00	0.00	335.00	2,325.38

The pay headings listed above are setup on the *Accounting / Setup / Preferences / Payroll* tab.

Employee Ledger Card - Gross Pay / Hours - Without Detail

													Total	Total
	<u>Regular</u>	<u>Overtime</u>	<u>Vacation</u>	<u>Sick</u>	<u>Personal</u>	<u>Holiday</u>	<u>Shop</u>	<u>Spraying</u>	<u>Bonus</u>	<u>Extra Pay</u>	<u>Misc. Pay</u>	<u>Heading 12</u>	<u>Hours</u>	<u>Wages</u>
Jim Able (AblJim)	399.50	19.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	417.50	3,012.25
Brian Beahman (BeaBri)	294.50	2.50	0.00	25.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	312.00	2,682.63
Bimer Bonkers (BonBim)	295.75	50.00	0.00	0.00	0.00	0.00	0.00	14.00	0.00	0.00	0.00	0.00	359.75	2,735.25
Alan Cronin (CroAla)	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.00	4,200.00
Totals	991.75	71.50	0.00	25.00	0.00	0.00	0.00	14.00	0.00	0.00	0.00	0.00	1,091.25	12,610.14

Employee Ledger Card - Gross Pay / Hours - Showing Detail

Jim Able (AblJim)														222-48-5415	
Rt 2 Box 310														# of Federal: 1	
Shelbyville IL 62565														# of State: 1	
														Marital: S	
														Total	Total
<u>Check #</u>	<u>Date</u>	<u>Regular</u>	<u>Overtime</u>	<u>Doubletime</u>	<u>Vacation</u>	<u>Sick</u>	<u>Personal</u>	<u>Holiday</u>	<u>Shop</u>	<u>Spraying</u>	<u>Bonus</u>	<u>Extra Pay</u>	<u>Misc. Pay</u>	<u>Hours</u>	<u>Wages</u>
19001	01/15/2003	80.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	81.00	529.75
19005	01/01/2003	74.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	74.50	494.25
19013	01/15/2003	40.00	4.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	44.50	303.88
19017	01/01/2003	45.00	10.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	55.00	390.00
19029	01/01/2003	40.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	40.00	308.75
19031	01/01/2003	40.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	40.00	308.75
	Monthly:	319.50	15.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	306.00	2,325.38
	Quarterly:	319.50	15.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	306.00	2,325.38
	Totals	319.50	15.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	335.00	2,325.38

The pay headings listed above are setup on the *Accounting / Setup / Preferences / Payroll* tab.