

Instructions

The logic behind the Payroll Spreadsheet is quite simple:

1. Provide a list of employees
2. Record hours worked (if hourly rated)
3. The spreadsheet calculates taxes and income
4. Mark pay period as paid
5. Generate a payslip or utilize data calculated in Pay Remittance sheets or Dashboard

Disclaimer:

Remember that this product will help you calculate your payroll and taxes, but it is not a financial or tax service.
The file has been created with the participation of payroll specialists. However, we are not responsible for the values you enter into the file and

Remember that if you do not know what you are doing, you should consult an appropriate tax professional.

Settings tab

The 4 most important fields are:

Pay Period

Set the pay period only once and do not change during the year, i.e. if you initially used the Weekly version, for example, you cannot change the settings to "Bi-weekly". However, if you need to change it, create a new copy of the sheet (File -> Make a copy).

Hours Sheet mode

Daily: The number of hours worked is entered day by day.

Same as Pay Period: The number of hours worked in a given pay period is entered as a total.

First pay period end date

Monthly and Semi-Monthly

Enter the first date of the year, such as 2023-01-01

Weekly and Bi-weekly

Enter the date that corresponds to the end date of the first period, for example, if your first bi-weekly period is from 2022-12-21 to 2023-01-04, then enter the date 2023-01-04

Calc. YTD Values on Pay Stub

To the current date

Indicates that YTD values are counted regardless of the selected pay period.

To the selected period

Indicates that YTD will be counted based on the selected pay period. For example, if you selected pay period 5, the YTD includes pay periods 1-4.

Max PTO

PTO means Paid Time Off, which the employee is entitled to throughout the year.

You can enter PTO, i.e. Sick/Vacation Hours, in the Daily Hours tab

Please note that we do not have access to your spreadsheet after purchase, so you will need to update it yourself the following years or buy new version of the product.

Federal Income Tax

We have placed 2 tables here that are used to calculate withholding values according to the IRS

If you purchased this spreadsheet recently, you don't need to do anything. However, if the IRS has changed the values of this table in the meantime, you must update it manually

FICA Calculation

Here are the basic variables that affect the calculation of Social Security and Medicare Taxes

FUTA, SUTA, SDI, ETT

Set these values to state recommendations. Set the values to 0 if they do not apply to your case.

Employees

Employee - This field is required for the spreadsheet to work properly

SSN and Address - These fields are optional, not required for the spreadsheet to work

Federal Filing Status - Filing status is used to determine filing requirements, standard deduction, eligibility for certain credits, and your correct tax

Income base - You can choose between Fixed Salary and Hourly Rate.

Hourly Rate or Fixed Salary - If your employee earns \$1,000 per period, choose Fixed Salary. If you choose Hourly Rate, you will need to enter the number of hours the employee worked in the given period in Payroll to calculate the gross income.

Tax-Free Amount - This is an annual value on which no taxes are calculated (except for state tax). For example, an employee earns \$300 per week and the tax-free amount is \$500. This means that in the second week, the employee exceeds the tax-free amount. In this case, taxes are calculated on the excess, i.e. 100 (600-500).

Max Weekly Hours - You determine how many hours per week an employee can work as part of their regular job. If you record more hours, they are counted as overtime. For example, if the maximum weekly hours are 40 and an employee works 44 hours, then 40 = regular hours + 4 overtime hours.

Overtime rate - If the employee is hourly paid then payment for 1 hour of overtime = hourly rate * overtime rate.
If the employee is salaried, payment for 1 hour of overtime = (Salary/max. regular hours) * overtime rate

State Tax Type - Flat Rate means a simple tax calculation (taxable income * state tax%), while Deduction Table means the use of tables for a progressive tax calculation method

State Tax - Use effective state tax percent

Exempt from - Means tax calculation set to 0. If you set Exempt from Fed Tax = Yes, then Fed Tax = 0

Form W-4 Data - Required to calculate federal tax. Provide values according to the field descriptionsA

401k Contributions

| | |
|------------------------------|---|
| Employee Age 50+ | Choose this option if the employee is aged 50 or over. The contribution limit will then be higher. |
| Employee Pre-Tax Contr. Rate | Enter contribution % for Pre-Tax contribution. Leave blank or enter 0 if not applicable |
| Employee Roth Contr. Rate | Enter contribution % for Roth contribution. Leave blank or enter 0 if not applicable |
| Tiered Employer contribution | Determine the employer match percentage (e.g., 100% of the first 3%, 50% of the next 2%). For example, for tiered match 100% of the first 3% and 50% of the next 2% - Enter 100% in Tier 1 Employee Match %, 3% in Tier 1 Employer Cap %, 50% in Tier 1 Employee Match %, 2% in Tier 1 Employer Cap % If there's no tier 2, just leave the tier 2 columns blank or enter 0. |

Payroll

This is your workspace. Tip: To scroll horizontally, hold down the SHIFT key and use scroll on your mouse

| | | Start | Week-1 Jan-09 | | | | | | | | | | | | | | End | Is Paid? | | | | |
|----------|-------------|----------------------|-------------------------|------------------------|-------|-------------------------|-------------------------------------|--------------|--------------|------------------|------------------|---------------|--------------------|-----------------|----------|-----------|-----------|----------|--|--|-------|----|
| | | 29-Dec | | | | | Remember to mark pay period as PAID | | | | | | | | | | | | | | 4-Jan | No |
| Employee | Income Base | Your Input | | | | Hours Reg Over Vac. | Income Calculation | | | Tax Calculation | | | | FICA | | Gross Pay | Net Pay | | | | | |
| | | Custom Hourly/Salary | Deductions (before Tax) | Deductions (after Tax) | Bonus | | Regular Pay | Overtime Pay | Vacation Pay | State Income Tax | Local Income Tax | Municipal Tax | Federal Income Tax | Social Security | Medicare | | | | | | | |
| Damian | Salary | | | | | 40 11 0 | 1000.00 | \$25.00 | \$0.00 | \$0.00 | \$15.00 | \$0.00 | \$0.00 | \$45.00 | \$63.55 | \$14.86 | \$1025.00 | \$830.59 | | | | |
| Anette | Hourly | | | | | 8 12 0 | 240.00 | \$60.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$18.60 | \$4.35 | \$300.00 | \$277.05 | | | | |
| Simon | Salary | | | | | 0 10 0 | 800.00 | \$0.00 | \$0.00 | \$34.00 | \$12.00 | \$12.00 | \$98.00 | \$49.60 | \$11.60 | \$800.00 | \$582.80 | | | | | |
| Molly | Salary | | | | | 0 11 0 | 1000.00 | \$37.50 | \$0.00 | \$44.00 | \$16.00 | \$16.00 | \$118.00 | \$64.33 | \$15.04 | \$1037.50 | \$764.13 | | | | | |
| Tina | Salary | | | | | 0 10 0 | 900.00 | \$0.00 | \$0.00 | \$38.00 | \$14.00 | \$14.00 | \$120.00 | \$55.80 | \$13.05 | \$900.00 | \$645.15 | | | | | |
| Darcie | Salary | | | | | 0 10 0 | 950.00 | \$0.00 | \$0.00 | \$40.00 | \$14.00 | \$14.00 | \$131.00 | \$58.90 | \$13.78 | \$950.00 | \$678.32 | | | | | |
| Mark | Hourly | | | | | 4 10 0 | 100.00 | \$0.00 | \$0.00 | \$4.00 | \$2.00 | \$2.00 | \$0.00 | \$6.20 | \$1.45 | \$100.00 | \$86.35 | | | | | |
| Joel | Hourly | | | | | 4 10 0 | 104.00 | \$0.00 | \$0.00 | \$4.00 | \$2.00 | \$2.00 | \$0.00 | \$6.45 | \$1.51 | \$104.00 | \$88.04 | | | | | |
| Salma | Hourly | | | | | 8 10 0 | 192.00 | \$0.00 | \$0.00 | \$8.00 | \$3.00 | \$3.00 | \$0.00 | \$11.90 | \$2.78 | \$192.00 | \$163.32 | | | | | |
| Michelle | Salary | | | | | 0 10 18 | 600.00 | \$0.00 | \$0.00 | \$26.00 | \$9.00 | \$9.00 | \$34.00 | \$37.20 | \$8.70 | \$600.00 | \$476.10 | | | | | |

Your input

Do not edit these cells

Employee and Income Base - these columns are not editable. We use the "Employees" tab to fill in these columns

Your Input

These are the only columns you can edit here.

Custom H.Rate/Salary - Use this field if you want to change an employee's hourly rate or salary in a given pay period. Remember that you cannot change the income base during the year, i.e. if there is an "Hourly Rate", you must enter the new hourly rate in the Custom H.Rate/Salary field.

Deductions [before tax] - The amount you enter in this field will reduce your Taxable income. You can use it in many ways, such as in a traditional 401(k)

Deductions [after Tax] - The amount you enter in this field don't your Taxable income.

Bonus - The amount you enter in this field will increase your Gross Pay, so it is taxable

Hours Reg. | Over. | Vac. - Indicates a summary of hours: Regular, Overtime, Vacation/Sick
Do not edit this column. To enter hours, you must do so in the Daily Hours tab

Income Calculation

Regular Pay - This is the basic salary, i.e. if Income Base = Salary then it is Salary, and if Income Base = Hourly then it is regular hours * hourly rate

Overtime Pay - The result of multiplying overtime rate, overtime hours and hourly rate (If Income Base = Salary, then hourly rate is calculated)

Vacation Pay - The result of multiplying vacation hours and hourly rate (If Income Base = Salary, then hourly rate = Salary / Hours worked)

Tax Withholding and FICA

The values are recalculated automatically, so don't edit them. Alternatively, you can overwrite the calculations with your data, but then remember that the formula will stop working for each employee, so you will have to enter the values for each employee manually.

Gross Pay - Total income of the employee, do not edit this field

Net Pay - Gross pay minus all deductions and taxes, do not edit this field

Paid? - Check this box when employees receive their pay. If you do not do this, the calculations in the Pay Stub and Pay Remittance Record will not be taken into account for that pay period.

Timeshift

| For salaried employees provide Overtime and Vacation hours only | | | Week-1 Jan-09 | | | Week-2 Jan-16 | | | Week-3 Jan-23 | | |
|---|----------|----------|---------------|----------|----------|---------------|----------|----------|---------------|----------|----------|
| Employee | Pay Type | PTO Left | Regular | Overtime | Vacation | Regular | Overtime | Vacation | Regular | Overtime | Vacation |
| Damian | Salary | 0,00 | 40,00 | 1,00 | | | | | | | |
| Anette | Hourly | 0,00 | 8,00 | 2,00 | | 8,00 | | | 8,00 | 2,00 | |
| Simon | Salary | 0,00 | | 1,00 | | | | | | | |
| Molly | Salary | 0,00 | | | | | | | | | |
| Tina | Salary | 0,00 | | | | | | | | 1,00 | |
| Darcie | Salary | 0,00 | | | | | | | | | |
| Mark | Hourly | 0,00 | 4,00 | | | 4,00 | | | 4,00 | 2,00 | |
| Joel | Hourly | 0,00 | 4,00 | | | 4,00 | | | 4,00 | | |
| Salma | Hourly | 0,00 | 8,00 | | | 8,00 | | | 8,00 | | |
| Michelle | Salary | -8,00 | | | 8,00 | | | | | | |

PTO Left = PTO YTD Accrued - PTO YTD Used

Regular/ Overtime Hours - Enter the number of hours worked. If it is 8 hours, enter 8. If it is 5h 30min, enter 5.5
It's not necessary to report regular hours worked for salaried employees.

PTO Left = YTD PTO Accrued - Vacation Hours

YTD PTO = PTO is added each week for the week worked. If max PTO = 80 hours per year, then we add 1.54 hours per week because 80 hc

Pay Stub

This page consists of formulas. The only thing you can change is the logo, the address of your company, the employee and the pay period.

Click on pay period to select a different pay period.

Click on an employee's name to select a different employee.

My Company

My Address

Additional Information

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PAY PERIOD

Period: Week 1

Beginning: 2022-12-29

Ending: 2023-01-04

Pay Date: 2023-01-03

EMPLOYEE

Damian

123 Middle St., Smalltown

| PAY | Current | YTD |
|-----------------|----------|----------|
| Regular | 1,200.00 | 1,200.00 |
| Overtime | 0.00 | 0.00 |
| Vacation | 0.00 | 0.00 |
| Fringe Benefits | 0.00 | 0.00 |

Pay Remittance Sheets

Pay Remittance All is fully automatic, so you don't edit anything here.

In Pay Remittance Employee, all you can do is **select an employee**

The purpose of these sheets is to summarize all payouts and taxes by quarter, month and week.

This will help you file a tax return that complies with the tax laws in the state where you do business.