

How to Generate Employee Earnings Register

1. From **Payroll** module.
2. Under Reports, click any of the Earnings Register.
3. Set the value for the following fields:
 - a. Filter Field
 - b. Condition
 - c. From
 - d. To
 - e. Operator



This is used to set condition in running multiple criterias. AND means it will take both criteria while OR means it will take either of the set criteria.

4. Click **Generate** grid icon.

Report Viewer - Employee Earnings Register

Save Archive Defaults Close

Generate X Remove

Filter Field Condition From To Operator

Year Equal To 2017 AND

5. Report preview satisfying the set criteria will be displayed.
6. Click **Save** toolbar button to save criteria.

Report Viewer - Employee Earnings Register

Save Archive Defaults Close

Generate X Remove

Filter Field Condition From To Operator

Year Equal To 2017 AND

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iRely LLC
4242 Flagstaff Cove
Fort Wayne, IN 46815

Employee Earnings Register
Monday, July 17, 2017

Year: 2017
1st Quarter
Employee ID: 0001005125 Name: Steve 1 Palm Department: IT

| Earnings | | | | Taxes | | | | Deductions | | | |
|----------|-------------|-------|----------|-------------------|--------------------|----------|----------------|----------------|--------|--|--|
| Earning | Description | Hours | Amount | Tax | Description | Amount | Deduction | Description | Amount | | |
| BONUS | Bonus Pay | 0 | 3,000.00 | FICA MED | FICA Medicare C | 84.40 | 401K | 401K Deduction | 180.00 | | |
| SAL | Salary Pay | 0 | 3,000.00 | FICA MED | FICA Medicare E | 84.40 | IRA | IRA Match | 180.00 | | |
| | | | | FICA SS C | FICA Social Secu | 360.84 | | | | | |
| | | | | FICA SS E | FICA Social Secu | 360.84 | | | | | |
| | | | | FIT | Federal Income Tax | 915.75 | | | | | |
| | | | | FUTA | Federal UnEmplo | 46.56 | | | | | |
| | | | | MI Local | Michigan City Tax | 69.84 | | | | | |
| | | | | MI State T | Michigan State Tax | 247.36 | | | | | |
| | | | | SUTA | State UnEmploy | 39.84 | | | | | |
| Totals: | | 0 | 6,000.00 | Total: | | 2,209.83 | Total: | | 360.00 | | |
| | | | | Company Paid: | | 522.64 | Company Paid: | | 180.00 | | |
| | | | | Employee Paid: | | 1,675.19 | Employee Paid: | | 180.00 | | |
| | | | | NET PAY: 4,141.81 | | | | | | | |



Saved criteria will be treated as the default criteria. Clicking **Defaults** toolbar button will display those saved criteria.