

# Payroll Reconciliation

Institution: \_\_\_\_\_  
 Pay Period: \_\_\_\_\_

**Step 1. Verify Gross to Net Calculation for the Pay Period**

- Reports needed: PAY002 (Payroll Register) and PAY018 (Payroll Summary)

**a. On PAY018 ensure that:**

enter as positive numbers

Operand	Description	Report Amount	
	Total Gross		
<b>minus</b>	Total Taxes		
<b>minus</b>	Total Deductions		
<b>equals</b>	Net Pay	<b>#VALUE!</b>	

**b. On PAY018 verify the above amounts from the summary detail page**

Description	Report Amount	Report Source
Regular Earnings		PAY018, page 1 Pay Earnings Summary
Other Earnings less H81 - vehicle		PAY018, page 2 Total Other Earnings
Total Gross	<b>#VALUE!</b>	
Total Taxes		PAY018, page 6 Employee Tax Summary
Total Deductions		PAY 018, page 4 Employee Deduction Summary
Equals Net Pay	<b>#VALUE!</b>	

**c. Verify the PAY018 summary detail amounts to the PAY002 Grand Total**

Description	Report Amount	
Total Gross (Verify Against Gross Pay column)	Regular Earnings + Overtime Earnings + Other Earnings - H81 - vehicle	<b>#VALUE!</b>
Total Taxes		
Total Deductions		
Equals Net Pay		<b>#VALUE!</b>

**Step 2.**

**Verify Federal Taxable Wages for the Pay Period**

- Reports needed: PAY002 (Payroll Register), PAY018 (Payroll Summary)
- Use the sample reports in this chapter on pages 8-5 through 8-16.

Operand	Description	Deduction Code	Report Amount
	Total Gross Pay		
minus	Before Tax Deductions (Add any that aren't listed, delete any not needed.)	HFAFLAC HAAL HAMCEN HAUSA HBRADT HFIDLT HFXPRV HFXPV HFXREL HGWLIF HLB HNORLF HNWMTL HPPNDS HPPNDS HRELNC HVALIC HVANG HW&R P10106 P11102 P14102 H104 H105 H112 H312 H314 H315 H454 P2E101 HTSPFR HTSPNM H40301 H40302 H40302	

	H40303 H40304 H40309 TIAXTR H57TIA P4B104 P4B107 P4B108 P4B113 H01403 H04403 H60MED H61DEP H61DEP HTIA11 HTIA12 HTIAA5	
	HFERS HCSRS	
<b>minus</b>	Earnings in Gross that are <b>NOT</b>	<b>\$0.00</b>
<b>plus</b>	Taxable Benefits <b>NOT</b> in Gross	
	Total Taxable Benefits NOT in Gross	<b>\$0.00</b>
<b>plus</b>	Taxable Earnings <b>NOT</b> in Gross	
	Travel/Meals	<b>\$0.00</b>
	Vehicles	
<b>less</b>	1042-S wages	
<b>equals</b>	Federal Taxable Wages	<b>#VALUE!</b>

**Verify TAX001 Taxable Gross against the Taxable Gross on**

Operand	Description	Report Amount
<b>equals</b>	Federal Taxable Gross	
	Withholding Current Taxable	
<b>equals</b>	OASDI EE/ER Taxable Gross	
	OASDI EE/ER Current Taxable	
<b>equals</b>	MED EE/ER Taxable Gross	

Equals	MED EE/ER Current Taxable	
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**Step 3. Verify OASDI and MHI Taxes for the Pay Period**

- Report needed: PAY018 (Payroll Summary).

**Using the Employee and Employer Tax Summary sections o**

Taxable Gross	X Rate	Equals Amount	
	6.20%	#VALUE!	OASDI EE/E, PA
	1.45%	#VALUE!	MED EE/ER, PA

**Step 4. Verifying Net Pay to Total Check Amount and Total Advice A Pay Period:**

- Reports needed: PAY002 (Payroll Register), PAY004 (Payroll Check R
- Use the sample reports in this chapter on pages 8-5 through 8-7 and 8-1

**a. Verify Totals**

Totals Category	Report Amount	
Checks		PAY002, page 3,
Advices		
Total	\$0.00	
Net Pay	#VALUE!	PAY002, page 3,

**b. Verify Total Checks and Advices to Net Pay**

Category	Report Amount	
Total Checks		PAY004, page 1
Total Advices		DDP002, page 1
Total	\$0.00	Verify against Ne

**Step 5. Verifying Taxes:**

- Reports needed: PAY002 (Payroll Register), TAX001 (Tax Deposit Sum

**Verify Total Taxes**

	Withholding Tax	(TAX001)
plus	Other Tax	(TAX001)
equals		<u>\$0.00 (PAY002)</u>

Tax Category	Amount
Withholding (Federal) minus EIC	
Withholding (North Dakota)	
Withholding (Minnesota)	
Withholding (Colorado)	
Withholding (Montana)	
<b>Withholding Sub-total</b>	<u>\$0.00</u>
Other (Federal OASDI EE)	
Other (Federal MED EE)	
<b>Other Sub-total</b>	<u>\$0.00</u>
<b>Total Taxes</b>	<u><b>\$0.00</b></u>

  

Tax Category	Amount
Total Taxes	<b>\$0.00</b>

nary).

Report Source
PAY018, page 1
PAY018, page 1
PAY018, page 1
PAY018, page 1

es:

Source
Summary

otals:

Report Source
Pay002, page 2, Grand Totals Regular Earnings column
Other Earnings column
PAY002, page 2, Gross Pay column
PAY002, page 2, Grand Totals
PAY002, page 2, Grand Totals

y), TAX001 (Tax Deposit Summary).

Report Source
PAY002, Grand Totals <b>or</b> PAY018, Total Gross
PAY018, page 4

PAY018
NDU_BN_PREPAY_BEFTAX
TAX001, page 1

#VALUE!

**PAY018**

Report Source
TAX001, page 1
PAY018, page 7
TAX001, page 1
PAY018, pages 7 & 8
TAX001, page 1

PAY018, pages 7 & 8

**on PAY018**

Category	
Y018, pages 7 & 8	OK - dif due to rounding
Y018, pages 7 & 8	OK - dif due to rounding

**Amount for the**

egister), DDP002 (DDP Register).  
7 through 8-18.

Report Source
, Grand Totals
, Grand Totals

Report Source
at Pay from PAY002

mary).

Report Amount Source
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TAX001, page 1  
TAX001, page 1  
TAX001, page 1  
TAX001, page 1  
TAX001, page 1

TAX001, page 1  
TAX001, page 1

Report Amount Source
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PAY002, page 2, Grand Totals, Tax column
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