Example of Payroll Summary for calendar year 2019:

NOTE: Yours will most likely NOT look like this but it will have this type of information on it. You probably get this information each payperiod for that particular payperiod. You are just looking for one that sums everything up for the year.

Employee Name	Hours Worked	Gross Salary	Federal Tax W/H	SS Tax W/H	Medicare Tax W/H	Health Ins Premium	Dental Premium	401K contributions	Net Pay
Employee #1	2,080	55,000.00	3,850.00	1,100.00	797.50	1,200.00	120.00	2,750.00	45,182.50
Employee #2	1,500	35,000.00	2,450.00	700.00	507.50	1,200.00	120.00	1,750.00	28,272.50
Employee #3	exempt	75,000.00	5,250.00	1,500.00	1,087.50	1,200.00	120.00	3,750.00	62,092.50
Total for 2019		165,000.00	11,550.00	3,300.00	2,392.50	3,600.00	360.00	8,250.00	135,547.50

Example of Schedule of Hourly employees hours and rates:

NOTE: Yours may not look like this you may be able to run something out of your payroll program, but it should have this information on it.

Employee Name	January		February		March		April		Keep going…
	Rate	# of Hours Worked	Rate	# of Hours Worked	Rate	# of Hours Worked	Rate	# of Hours Worked	
Employee #1	$ 15.28	160	$ 15.28	178	$ 17.00	145	$ 17.00	188	
Employee #2	$ 13.00	58	$ 13.00	59	$ 13.00	25	$ 13.00	70	