

2025

ANNUAL CIVIC SYMPOSIUM

PAYROLL BALANCING AND REPORTING

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Course Outline

In this class we will review principles of and best practices of payroll balancing and reporting. We will review various frequencies that should be reconciled including pay period, monthly, quarterly, and annually. We will review general items to balance per timeframe, the reports available in Caselle to assist with the reconciling process, how to determine discrepancies and how to make the necessary adjustments or corrections. We will also review new reports available in Caselle to assist with the balancing process.

Payroll Balancing

- Pay Period
- Monthly
- Quarterly
- Annual

Reports Tips, Tricks & Best Practices

Balancing: Pay Period

Balancing each pay period is essential for ensuring accurate payroll processing and reporting. Taking the extra time to verify hours, gross wages, deduction and benefits can reduce the number of corrections and the time spent balancing at other times during the year.

Common Reports to Balance:

Timesheets:

- Hours Report
- Timesheet Register
- Task & Activity Report
- Timesheet Approval Report (if using Connect Online for approvals)
- Update Hours Report (This generates after updating Payroll)
- Pay by Exception Report

Payroll Calculations:

- Pay by Exception Report
- Payroll Checks Not Calculated (This generates after calculating Payroll Checks)
- Payroll Register
- Calculate Benefits Report (This generates after calculating Benefits)
- Benefit Register
- Leave Register/Report
- **Combined Register** – NEW REPORT
- Checkout
- Pay Code Transaction Reports
- EFTPS Report
- State Retirement Report

Payroll Vendor Payments (Transmittals):

Ex. IRS Taxes, State Withholding, State Retirement, Garnishments, 401k, etc.

- Pay Code Transaction Reports
- EFTPS Report
- State Retirement Report
- Transmittal Register – Unpaid

Balancing: Monthly

While payroll might be processed weekly, biweekly or semi-monthly, some items won't be paid or reported but once a month such as Insurance payments.

Common Reports to Balance:

Monthly Payroll Vendor Payments (Transmittals):

Ex. State Withholding, Health/Dental/Vision Insurances, Supplemental Insurances, etc.

- Monthly Insurance Invoices (these come from the vendors)
- Pay Code Transaction Reports
- State Retirement Report (if paid monthly vs by pay period)
- Transmittal Register – Unpaid

Balancing: Quarterly

You will normally report to government agencies on a quarterly basis. Examples of government reporting include Internal Revenue Services for Social Security, Medicare and Federal Withholding, and State agencies for State Withholding, State Unemployment, and Worker's Compensation. Some states have State Disability, Family Medical Leave or any other tax that employees are required to pay.

Common Reports to Balance:

Quarterly Federal Reports (941):

- Pay Code Transaction Report – IRS
- EFTPS Report
- 941 (Detail and Form)

Quarterly State Reports:

****These reports will vary by each state's specific filing requirements****

- Pay Code Transaction Reports
- State Combined Wage List/Report
- SUTA Wage List/Report/Worksite Report
- Workers Compensation List/Report
- State Withholding Tax Report

Payroll Vendor Payments (Transmittals):

Ex. State Unemployment, Workers Compensation, etc.

- Pay Code Transaction Reports
- Federal/State Reports listed above
- Transmittal Register – Unpaid

Balancing: Annual

In addition to quarterly reporting for Quarter 4, there is also reporting that takes place at the end of the year through the W2s. W2s are sent to the Social Security Administration who then in turn send the reporting to the IRS. W2s are also reported to state government agencies. You will want to make sure that the annual amounts match the totals of the quarterly reports to avoid penalties.

Common Reports to Balance:

Annual W-2 Reporting:

- Pay Code List (confirm taxable pay codes)
- FILED Quarterly 941 Forms
Annual 941 (Detail and Form)
- Employee Tax Summary
- Payroll History (great opportunity to run and save for record keeping)
- Annual Leave Report
- W-2 Conversion Report

Annual State Reporting:

****These reports will vary by each state's specific filing requirements****

- Pay Code Transaction Reports
- State Combined Wage List/Report
- SUTA Wage List/Report/Worksite Report
- Workers Compensation List/Report
- State Withholding Tax Report

Report Tips, Tricks & Best Practices

New Reports for Reconciling:

- New Combined Register
- Pay Code List
- New Pay Code Transaction Reports
- New State Reports (State Retirement Report, SUTA Wage List, etc. for various states)

Tips, Tricks & Best Practices:

Always run a Checkout! The checkout is set up to catch various errors and issues throughout the payroll process. If you see any tax errors, stop and call support before you proceed! It is easier to fix checkout errors prior to issuing checks/DD vouchers/updating to GL.

When calling into support for assistance on a report, **run and save the report as a PDF** before calling in. Especially larger reports for quarterly and annual reconciling.

Confirm the date range you are running reports for.

- Pay Period Dates – this will include transactions based on “Pay Period End Date” within the selected date range.
- Calendar Month/Quarter/Year – this will include transactions based on “Check Issue Date” within the selected date range.
- Check Issue Date/Calendar Day/Custom Date/Prompt for Date - this will include transactions based on “Check Issue Date” within the selected date range.

Federal and State reports are run based on the transaction **check issue date vs pay period end date**. Some of these reports may have slight differences compared to a pay code transaction report due to how the system calculates the amounts. Differences of a few cents due to rounding can be appropriate for these types of reports.

- Federal and State reports total the subject wages for the timeframe selected and then calculate the tax.
- Pay Code Transaction Reports show what is calculated per pay period and then totals those for the timeframe selected.

If **adjustments are needed to match the transmittal payment** to the reported amount on the Federal or State reports due to rounding differences, a transmittal adjustment can be entered by going to Payroll → Transmittals → Enter Transmittal Adjustments.

Appendix: Payroll Report Resources

Report Setup and Fields

Below is information related to general options available across most Caselle reports. The sample report used in the screenshots below is a Payroll Register Report.

Report Options Tab

Caselle Connect® 2025.08.40 (Licensed to Caselle, Inc. (In-house use only))

File Edit Filters Settings Zoom Help

Close [Icons]

Caselle Connect® > Payroll > Employees > Payroll Register Connect Online

Definition: **Payroll Register - Detail - by Employee Number (Caselle Master)** Filter: All 6 of 11

Report Options Columns Print Settings

Report dates

From: 07/13/2025 To: 07/26/2025 [Advanced options...](#)

☐ Summarize pay code by GL account
☒ Include employee hash and count

Selection criteria:

Column	Value	Compare
Department.Department	All	Entire field
Employee.Name	All	Entire field
Employee.Employee number	All	Entire field
Pay Code.Pay code	All	Entire field
Pay Code.Sub code	All	Entire field

Report order:

Column	Sort	Title	Total	Line	Page	Use
Pay Period.Pay period end date	Ascending	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Entire field
Employee.Employee number	Ascending	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Entire field
Employee Transaction.Journal code	Ascending	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Entire field
Employee Transaction.Reference number	Ascending	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Entire field

Report sections:

Section	Print	Headings	Detail	Totals	Line	Page
Employee	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employee Detail	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hours Units Types Summary	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pay Code Summary	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GL Account Summary	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fund Summary	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Definition** – This will list all available Caselle Master versions of this report as well as any custom-made versions of this report. Select the definition you want to run before making any additional edits. Caselle master definitions cannot be deleted.
- Report Dates** – Allows the selection of a date range. The Advanced options hyperlink allows selection of a date type such as Pay Period Date, Check Issue Date and Calendar dates including month, quarter and year.
 - Note the report is based on check issue date when using any Calendar type.
- Selection Criteria** – This provides additional filters specific to the report.
- Report Order** – This allows for customization in the order in which data will sort in each section of the report.
- Report Sections** – This section allows for filtering of report sections and information.

Columns Tab

Caselle Connect® 2025.08.40 (Licensed to Caselle, Inc. (In-house use only))

File Edit Filters Settings Zoom Help

Close | [Icons] | Caselle Connect® > Payroll > Employees > Payroll Register

Definition: Payroll Register - Detail - by Employee Number [Caselle Master] Filter: All 6 of 11

Report Options Columns Print Settings

Section: Employee Report width: 9.01" Section width: 5.99" Line width: 5.99" Total lines: 1

Line: All

Line	Column	Heading	Format	Width	Justification	Total	Font	Borders
1	Employee.Employee number	Employee,Number	#####0		Left			
1	Employee Transaction.Payee	,Payee	20 ch		Left			
1	Employee Transaction.Reference nu...	Reference,Number	#####0		Right			
1	Employee Transaction.Check number	Check,Number	#####0		Right			
1	[Report].Manual check	,M	1 ch		Center			
1	Pay Period.Pay period end date	Pay Period ,End Date	MM/dd/yyyy					
1	Employee Transaction.Check issue d...	Check,Issue Date	MM/dd/yyyy		Right			
1	[Report].Net	,Net	##,###.00 ; ##,###.00-		Right			

Column: Employee.Employee number
Report line: 1
Heading: Employee Number
Justification: Left

Totals
☐ Sum ☐ Count records

Borders
☐ Left ☐ Right ☐ Top ☐ Bottom

Format
☒ Default: #####0
☐ Custom: []

Width
☒ Based on format
☐ Specific: [] Characters

Font
☐ Bold ☐ Italic ☐ Underline
Name: []
Size: 0

Export
Filter: []
Drill-down: Employee Inquiry

1. **Section** – This will list each section available to edit on the report. Once the section is selected, you will be able to customize the information that populates in that section. As you select each section, you will also see the specific section width to the right of the section.
2. **Column Selection** – Double green arrows in opposite directions – Add and Remove columns in a Selection Window.
3. **Columns** – Shows which fields/columns will appear on the report and how the fields are formatted.
4. **Column Details** – Includes Heading, Justification, Totals, Borders, Format, Width of field, Font and Export.
5. **Report & Section Width** – This will show the total width of the section you are selected on as well as total report width. Depending on the page layout you want to print/preview the report on, you may need to adjust the details on the fields/columns to fit the report data into the desired width.

Print Settings Tab – Print Subtab

Caselle Connect® 2025.08.40 (Licensed to Caselle, Inc. (In-house use only))

File Edit Filters Settings Zoom Help

Close [Icons]

Caselle Connect® > Payroll > Employees > Payroll Register

Definition: Payroll Register - Detail - by Employee Number [Caselle Master] Filter: All 6 of 11

Report Options Columns **Print Settings**

Output options: ☒ Print ☐ Save as ☐ Export ☐ Send to Document Management

Print Save As Export

1 Print options

☒ Include page header on report

☐ Use this report title:

☐ Suppress date and time ☐ Suppress page numbers

☒ Use this report footer: M = Manual Check D = Direct Deposit Net T = Tips Reported F = Fringe Benefits

☒ Include selection criteria at beginning of report

☐ Include selection criteria at end of report

Print profile

Print profile name: None

2 ☒ Use Windows default printer ☐ Use print profile values

Printer

Printer name: SHARP MX-M3071 - Support

Paper source: Auto Select

☐ Duplex

Page range

☒ All pages

☐ Pages

From: 0 To: 0

Copies

Number of copies: 1

☒ Collate

3 Page setup

Paper size: Letter

Width: 8.50

Height: 11.00

☒ Portrait ☐ Landscape

☒ Fit to 1 pages wide

Margins

Left: 0.50 Top: 0.50

Right: 0.50 Bottom: 0.50

Font

Name: Arial

Size: 7

☐ Italic ☐ Bold

1. **Print Options** – Options to include or exclude header and footer information, or customer title of report when generating the report.
2. **Printer** – If direct printing, or previewing and then printing, you can set the desired printer for this report. You may need to uncheck the “Use Windows default printer” if you want to edit the printer selected.
3. **Page Setup** – Settings available for paper size, orientation, margins, and font. The “Fit to” box allows larger reports to be resized to fit on a single page or multiple pages.

Print Settings Tab – Save As Subtab

The screenshot shows the 'Print Settings' tab in the 'Payroll Register' report. The 'Save As' subtab is selected. The 'Output options' section has checkboxes for 'Print', 'Save as', 'Export', and 'Send to Document Management'. The 'Save as type' dropdown is set to 'PDF' (labeled 1). The 'Image type' is set to 'JPEG'. The 'File name' field is empty, with a 'Browse...' button and a dropdown arrow (labeled 2). The 'Email' field is empty (labeled 3). There is also an 'Upload file to' section with a dropdown menu.

1. **Save as Type** – Most commonly, files are saved as PDF. There are options for csv and excel reports under the save as type. Depending on the report and the format of the data, the report might not successfully save into excel in a workable format.
2. **File Name** – Browse to the location and insert a name for the file when it is saved.
 - a. The drop down next to “Browse” allows you to Insert a variable to a file name. Options include Insert Counter, Insert Date, Insert Time. This can assist with avoiding overriding previously saved files.
3. **Email** – Email – Enter a valid email address to send the report to.

Print Settings tab – Export Subtab

Caselle Connect® 2025.08.40 (Licensed to Caselle, Inc. (In-house use only))

File Edit Filters Settings Zoom Help

Close [Icons]

Caselle Connect® > Payroll > Employees > Payroll Register

Definition: Payroll Register - Detail - by Employee Number [Caselle Master] Filter: All 6 of 11

Report Options Columns Print Settings

Output options: ☒ Print ☒ Save as ☒ Export ☐ Send to Document Management

Print Save As Export

File type: Delimited

File name: [Text Field] Browse... 1

2 Email: [Text Field]

List one record per line

Delimited options

Field delimiter: [Text Field]

Surround character: [Text Field]

Line break character: [Text Field]

End of field: [Text Field]

End of record: [Text Field]

Include

3 ☐ Column headings

☐ Selection criteria

☐ Multiple line text

☐ Upload file to [Text Field]

1. **File Name** – Browse to the location and insert a name for the file when it is saved. To export the file to excel, you will want to add .csv at the end of the file name.
 - a. The drop down next to “Browse” allows you to Insert a variable to a file name. Options include Insert Counter, Insert Date, Insert Time. This can assist with avoiding overriding previously saved files.
2. **Email** – Email – Enter a valid email address to send the report to.
3. **Include** – checking the “Column Headings” box will result in that information exporting and showing in excel.

Payroll Report Descriptions

940 Report

Federal Unemployment Tax annual report form

941 Report

Employer's Quarterly Federal Tax Return. It is a form used by employers to report income taxes, Social Security tax, and Medicare tax withheld from employee paychecks, as well as to pay the employer's portion of Social Security and Medicare taxes.

945 Report

Annual Return of Withheld Federal Income Tax. It is used by employers to report federal income tax withheld from non-payroll payments, such as pensions, annuities, and gambling winnings.

Benefits Register

Report to show employer's contributions per employee.

Check Register

List of checks so you can verify the information on the employee, transmittal, and voided checks.

Combined Register

Report that shows detail from the Payroll Register, Benefit Register, and Leave Report.

Custom Forms/Letters

Routine to print a letter or form using a form layout that you have created and saved. Examples include duplicate paystub and National Payment Export file.

EFTPS Report

Prints a calculated total for employee/employer Social Security and Medicare and the amount of federal tax withheld on employees. It uses the same method to calculate the SS and Medicare tax amounts as the 941 uses. First the subject to wages are totaled and then the percentages for SS and Medicare applied.

Employee Compensation Report

Report details the total compensation received by an employee over a specific period of time.

Employee List

Report that contains information about the employees.

Employee Tax Summary

Report includes information such as total wages earned, federal income tax withheld, state income tax withheld, Social Security tax withheld, Medicare tax withheld, and any other deductions or withholdings.

FUTA Report

Report annual federal unemployment tax liability.

Leave Register

Report that shows the leave hours accrued per pay period to view the pay code and title, rate and description, hours used to calculate leave hours and accrued leave hours.

Leave Report

Report shows the employee's beginning leave time balance, hours accrued, hours used, hours remaining, outstanding liability, and leave time rate.

Pay by Exception Report

Report to review the imported and entered exceptions.

Pay Code List

Report that lists the pay code properties for pay codes that are set up in the Payroll application.

Pay Code Transaction Report

Report that details the transactions related to pay codes used within an organization's payroll system. Pay codes are specific codes that are used to categorize different types of pay, such as regular hours, overtime, bonuses, or deductions.

Pay Schedules Report

Report that outlines key details of an organization's pay periods and pay cycles.

Payroll Checks

Prints check stubs for both direct deposit and live checks.

Payroll History

Prints employee check history by pay code type such as gross, taxes, deduction and fringe benefits

Payroll Prelist Worksheet

Report to record leave time used, one time only additional miscellaneous pay, and deductions, overtime hours worked, etc.

Payroll Register

This report will show you the check stub information and check gross wages and tax amounts.

Payroll Register – Single Line Summary

Prints pay period employee check information by type with one line per employee.

Payroll Register Pay Code Summary

Prints pay period employee check information by pay code.

Retirement Report

Generate a report or electronic file for the retirement report.

State Combined Report

Report to verify state unemployment withholding, workers compensation, and state withholding tax on a quarterly basis.

State Combined Wage List

Report for states that require combined state information for SUTA, State Withholding, and Workers Compensation. This report can generate a report, form, or export file.

State Retirement Report

Report generated to track and report retirement contributions made by both the employer and employees to a state-sponsored retirement plan.

SUTA Report

Report calculates state unemployment payments and then prints that information on a report or form.

SUTA Wage List

Report lists wages per employee subject to State Unemployment Tax. This report can generate a report, form, or export file.

SUTA Worksite Report

Report to review SUTA amounts for an employee by worksite.

SWT Report

Review the state withholding taxable amounts as a report, or print the taxable amounts to the state withholding form.

Timesheets

Prints a timesheet form with the employee's wage pay codes and dates in the pay period.

Transmittal Checks

Print check that is issued to a vendor who has amounts that originated in Payroll.

Transmittal Register

Report to record details of items being transmitted or sent to another party.

Workers Compensation Report

Report to calculate and view the state workers compensation payments.

Workers Compensation List

List to review the amounts paid by an employee to workers compensation.

Batch Reports

Prints a group of reports one after the other without opening each report and manually printing it.

Management Tracking Report

Prints tracked field changes such as Names and Hourly Rates. Also prints deleted records.

Report Writer

Reporting tool for creating custom report using query wizard.

Table Lists

Reporting tool for creating custom report in the old format.

Payroll Reporting – Common Filed Names

Field Names are of the form Table Name.Field Name. For example the employee's name field name is Employee.Name. Their anniversary date is Employee.Anniversary Date.

Employee Table

- Name
- Employee Number
- Start Date
- Hire Date
- Anniversary Date
- Termination Date
- Address 1
- Address 2
- City
- State
- Zip
- Country
- Email
- Payroll Type
- Status
- Telephone 1
- Telephone 2

Employee Position Table

- Employee Type
- Pay Period Frequency
- Primary Position
- Annual Wage
- Hourly Rate
- Start Date (position)
- End Date (position)

Position Table

- Title
- Position Type (Full Time, Part Time)

Department Table

- Department
- Description

Employee Pay Code Table

- Employee Allocation Method
- Employee Amount Rate Percent
- Employee Amount Rate Percent Code
- Employee Begin Date
- Employee End Date
- Employee Extra Amount
- Employee Allocation Method
- Employee Amount Rate Percent
- Employee Begin Date
- Employee End Date
- Employee Extra Amount
- GL Account (Employee tab)
- Standard Hours (Employee tab)
- Employer Allocation Method
- Employer Amount Rate Percent
- Employer Amount Rate Percent Code
- Employer Begin Date
- Employer End Date
- Employer Extra Amount
- Employer Allocation Method
- Employer Amount Rate Percent
- Employer Begin Date
- Employer End Date
- Employer Extra Amount
- GL Credit Account (Employer tab)
- GL Debit Account (Employer tab)

Pay Period Table

- Pay period begin date
- Pay period end date
- Check issue date

Pay Code Type Table

- Category (Gross, Deduction, Fringe Benefit, Expense, Tax, Net, Informational)

Pay Code Table

- Pay Code
- Sub Code
- Title
- Employee Amount Rate Percent
- Employee Amount Rate Percent Code
- Employer Amount Rate Percent
- Employer Amount Rate Percent Code
- Standard Hours
- Summarization Code
- Employee Allocation Method
- Employer Allocation Method
- GL Account (Employee tab)
- GL Debit Account (Employer tab)
- GL Credit Account (Employee tab)
- Allocation Percent

Employee Transaction Table (Check Transactions)

- Amount
- Check Issue Date
- Check Number
- Entry Type
- GL Account
- GL Activity
- GL Updated
- Reference
- Units
- Void

Employer Transaction (Benefit Transactions)

- Amount
- Check Issue Date
- GL Activity
- GL Debit Account
- GL Credit Account
- GL Updated
- Payee
- Reference

Leave Rate Table

- Rate Number
- Description
- Pay Periods

Leave Rate Level Table

- Accumulation Limit
- Carryover Limit
- Description
- Level Number
- Rate Hours

Workers Compensation Class Table

- Class Code
- Description

Bank Table

- Bank Number
- Name
- Routing Number

Disbursement Table (Direct Deposit Banks)

- Account Number
- Description
- Transaction Type
- Type