

State and Federal law requires an employer to provide a detailed statement of earnings with each paycheck for each employee. It must include the employee's name, address, hours worked, pay basis, pay period dates, current and cumulative earnings and withholdings, deductions and purpose, hours and piece rate units.

If you hire *migrant and seasonal* employees, the paycheck documentation (stub or summary) must also include the employer's name, address and FEIN as well as the employee's SS#. In *PenSoft Payroll Plus* this information may be selected as an option on the "**plain paper summary report**" which can be used as a statement of earnings.

To add the additional requirements for *migrant and seasonal employees*:

1. Click on the **Checks** button to get to the Print Checks screen
2. Click on the **Summaries > Options** button
3. On the Plain Paper Summary Options screen, be sure the Payroll Summaries tab is open
4. Check the box "Format for Window Envelope"
5. Also check "Include the employee's social security number" and "Include company FEIN". The beginning and ending pay period should already be selected.
6. Click OK
7. If there are checks listed on the Print Checks screen, select **Summaries > Display**. Your company name should be displayed at the top left of the report and the detail you selected should be part of the report.

Deduction Documentation Requirements

If you make non-tax deductions from employee's paychecks in order to reimburse the company for things like rent, gas, supplies, loans, advanced paychecks, etc, the employee must sign that they agree to the deduction. In *PenSoft Payroll Plus* you may add a check message which will appear on the "**plain paper summary report**."

1. Click on the **Checks** button
2. Click on the **Check > Options** button, Payroll Checks tab
3. Under Check Stub Message Block, click the "Include text in message block"
4. Click in the "Enter Text" box
5. Type your own message or the one suggested below
6. Click OK again back to the Checks screen,
7. Click on the **Summaries > Options** button
8. On the Plain Paper Summary Options screen, be sure the Payroll Summaries tab is open
9. Check the box to "Include the check message"
10. Click OK
11. If there are checks listed on the Print Checks screen, select **Summaries > Display** and scroll down to the bottom half of the screen to see your message.

Here is a suggestion for the message:

Signature [Signatore]

I agree that all non-tax deductions are correct.

[Yo estoy de acuerdo que las deducciones de impuesto son correctas.]

This will appear on each employee's summary, but it only requires a signature if a non-tax deduction is actually made. The employee does not have to sign if the deduction is for court-mandated withholdings like Friend of the Court or wage garnishments. Print two copies. Keep one copy of this summary with the employee's signature for your files and give one to the employee.