



PAYROLL / PERSONNEL  
 PAYROLL MAINTENANCE WORKSHEET - IV  
 UPAY640D (R5/04) R1576

EMPLOYEE ID NO. (1-9) or  
 C(1) SEQUENCE NUMBER (2-6)

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10 11	C/A	12	13	18	19	24	25	26	27	33	34	39	40	41	42	43	45	51	52	58	59	65	66	72	73	79	
C1	CHECK NO.	CHECK DATE	MM	DD	YY	QTR	YR	TOTAL GROSS	TOTAL TIME	RET PLAN	SPEC RET	STU STAT	FICA	FWT GROSS	OASDI GROSS	MEDICARE GROSS	SWT GROSS	RTMT GROSSES									
10 11	13	18	19	24	25	26	27	33	34	39	40	41	42	43	45	51	52	58	59	65	66	72	73	79			
O1	TRANS. DATE	MM	DD	YY	QTR	YR	TOTAL GROSS	TOTAL TIME	RET PLAN	SPEC RET	STU STAT	FICA	FWT GROSS	OASDI GROSS	MED GROSS	SWT GROSS	RTMT GROSSES										
10 11	C/A	12	13	18	19	24	25	26	27	33	34	39	40	41	42	43	45	51	52	58	59	65	66	72	73	79	
H1	CHECK NO.	CHECK DATE	MM	DD	YY	QTR	YR	TOTAL GROSS	TOTAL TIME	RET PLAN	SPEC RET	STU STAT	FICA	FWT GROSS	OASDI GROSS	MED GROSS	SWT GROSS	RTMT GROSSES									

10 11	LOC	19	20	25	26	29	30	34	35	40	41	43	44	45	46	47	50	53	54	56	57	63	64	65	69	70	71	76	77	78	79	80
C2	ACCOUNT	COST CENTER	FUND	PROJECT	SUB	EMP REL	APPT TYPE	DUC	TITLE	DESC. SERV.	GROSS EARNINGS	SIGN	TIME	H %	PAY PERIOD END DATE	PAY CYC	RAI	W S P	LV ACC													
O2																																
H2																																

10 11	24	30	31	37	43	44	50	56	57	63	69	70	71	72
C3	SWT. AMT.	SIGN	OASDI AMT.	SIGN	FWT. AMT.	SIGN	MEDICARE AMT.	SIGN	QTR	YR				
O3														
H3														

10 11	20	22	24	30	31	33	35	37	43	44	46	48	50	56	57	59	61	63	69	70	71	72
C4	DED. NO.	AMOUNT	SIGN	DED. NO.	AMOUNT	SIGN	DED. NO.	AMOUNT	SIGN	DED. NO.	AMOUNT	SIGN	QTR	YR								
O4																						
H4																						

10 11	19	25	26	32	33	34	40	41	45	46	50	51	80	81	88
C5	ADVANCED PAY	DEDUCTION SUM	SIGN	NET PAY	ACCR. VAC. HRS.	ACCR. SICK LV. HRS.	LIABILITY FAU	SUM GROSSES							
O5															
H5															

10 11	MO	12	13	14	16	17	18	19	20	25	26	29	30	34	35	40	41	43	44	45	46	50	53	54	55	56	59	60	62	63	67	68	69	75	76	82	83
E1	DIST OF PAYROLL EXPENSES	LOC	ACCOUNT	COST CENTER	FUND	PROJECT	SUB	EMP REL	APPT TYPE	DUC	TITLE	PAY PERIOD END DATE	DESC. SERV.	TIME	H %	PAY RATE	ORIGINAL GROSS EARNINGS	SIGN																			

10 11	19	20	25	26	27	32	33	34	39	40	41	46	47	48	52	53	54	58	59	60	64	65	66	71	72	73	78	79
E2	RET PLAN	RETIREMENT MATCHING	SIGN	GSTR AMOUNT	SIGN	FICA AMOUNT	SIGN	DENTAL / MED / OPT AMOUNT	SIGN	UI/GSH AMOUNT	SIGN	WC/ESP AMOUNT	SIGN	LIFE INS / UC-ID / GSPR AMOUNT	SIGN	LEAVE BENEFITS	SIGN	TOTAL BENEFITS	SIGN									

10 11	19	25	26	27	28	33	34	37	38	42	43	48	49	57
E3	TRANSFER GROSS EARNINGS	SIGN	LOC	ACCOUNT	COST CENTER	FUND	PROJECT	SUB	REA CD					

10 11	12	17	18	19	20	22	25	26	27	32	33	36	37	41	42	47	48	56	62	63	64	66	67	71	72	73	75	76	80	81	83	84	88	89	93
TX	PAY PERIOD END DATE	PAY CYC	ACCT DIST	EMP REL	APPT TYPE	DUC	TITLE	LOC	ACCOUNT	COST CENTER	FUND	PROJECT	SUB	RATE / AMOUNT	A / H	DESC. SERV.	REGULAR TIME	H %	DESC. SERV.	TIME IN HOURS	DESC. SERV.	TIME IN HOURS	WSP	PRO-RATE											
LX																																			
RX																																			
AP																																			