

What Does an Annual Payroll Register Include?

An annual payroll register (or annual payroll summary) is a report that comes in pdf format (not excel) that will include all W-2 employees who received compensation between the pay dates of January 1 – December 31.

In addition, it will contain the annual total details for each W-2 employee:

- Summary YTD totals for all earnings. Examples include:
 - Total Gross Annual Compensation (excluding any severance pay*)
 - Salary subtotals
 - Commission subtotals
 - Bonus subtotals
 - Any fringe benefits subtotals:
 - Excess GTL
 - Car allowances
 - Cell phone allowances
 - Other fringe categories
 - PTO subtotals – vacation, holiday, and/or sick time
 - Other: subtotals for any earnings you may define as separate earning category
- Summary YTD totals for all deductions. Examples include:
 - 401k Pretax deferrals
 - 401k Roth deferrals
 - 401k Catch-up deferrals
 - 401k Roth Catch-up deferrals
 - 401k Loan payments
 - Medical premiums (if paid by the employee)
 - Life insurance premiums (if paid by the employee)
 - Federal, State, FICA taxes
 - Other: any deductions you may define as a separate deduction category

The annual payroll register should allow anyone from ACCE, Principal, or the Auditors to understand the full payroll history from total gross pay to net take-home pay of each employee on the calendar year basis.

In addition, the final page of the report will provide the Organizational totals for each of the earnings and deduction categories that were utilized during the calendar year.

**Severance should be a separate total amount in your YTD register because severance is NEVER eligible compensation for employee deferrals or employer contributions in a 401k plan.*

