

Dates and Scheduling

Period Ending Date : SEP 17,2005 Qtr #: 3 Process: 04 Week #: 39

Payroll Check Date : SEP 23,2005 Pay of Month : 4
 End Month by : Check Date

To PHONE IN YOUR
 Payroll
 Call : (508)428-5522
 FAX : (508)428-5507

Employee Check Stub Message : (66 Characters)

Deductions Selected

Y/N	CODE	DEDUCTION DESCRIPTION	GOAL	HOW	PAY OF MONTH	WHEN
Yes	21	DIRECT DEPOSIT 1 \$\$		\$\$\$	1 2 3 4 5	1stCHK
Yes	31	401 K DEDUCTION 1		%%%	1 2 3 4 5	ALLCKS
Yes	32	401 K DEDUCTION 2		\$\$\$	1 2 3 4 5	ALLCKS
Yes	33	401 K DEDUCTION 3		%%%	1 2 3 4 5	ALLCKS
Yes	34	COMPANY 401K BENEFIT		%%%	1 2 3 4 5	ALLCKS
Yes	35	401K WAGES		%%%	1 2 3 4 5	ALLCKS
Yes	40	DENTAL INS		\$\$\$	1 2 3 4 5	1stCHK
Yes	46	MED 125 MEDICAL PLAN		\$\$\$	1 2 3 4 5	1stCHK
Yes	80	SICK HOURS ACCRUED		\$\$\$	1 2 3 4 5	1stCHK
Yes	81	SICK AVAILABLE BALANCE		%%%	1 2 3 4 5	ALLCKS
Yes	82	VACATION HOURS ACCRUED		\$\$\$	1 2 3 4 5	1stCHK
Yes	83	VACATION-AVAIL BALANCE		%%%	1 2 3 4 5	ALLCKS
Yes	90	401K LOANS	Yes	\$\$\$	1 2 3 4 5	ALLCKS
---	99	MISCELLANEOUS DEDUCTION		\$\$\$		1stCHK
Yes	C1	CHILD SUPPORT		\$\$\$	1 2 3 4 5	1stCHK

Optional Report Selection

- Yes BizBooks Labor Summary Analysis
- Yes BizBooks Employee Labor Analysis
- _____ BizBooks Employee Report
- _____ BizBooks Personnel Report
- _____ BizBooks MTD Date Report
- _____ BizBooks Quarter To Date Report
- _____ BizBooks Year To Date Report
- Yes Vacation/Sick Accrual Report
- _____ 401K Benefit Report

Company Messages

TO SEND YOUR PAYROLL BY FAX, DIAL (866)932-9729
 PLEASE PROVIDE CONTROL TOTALS OF ALL HOURS & WAGE COLUMNS
 PLEASE CONTACT BIZCHECKS PAYROLL FOR ALL SCHEDULE CHANGES
 SUBMIT ALL MANUAL, VOID OR ADJUST CHECKS BY LAST PAY OF QTR