

FINE CALCULATION WORKSHEET

Agency _____ Institution/Facility _____

Employee's Name _____ HRID _____

Payroll Period Ending Date _____

Employee Current Total Rate of Pay \$ _____

Number of Hours the Employee is Normally Scheduled to Work during a Payroll Period (multiplied by) X _____

Employee Regular Gross Pay (minus) (equals) \$ _____

Federal Withholding Tax _____

State Withholding Tax _____

Medicare* (1.45% of employees regular gross pay) _____

Local #1 Withholding Tax* _____

(tax rate ___ % times regular gross pay) _____

Local #2 Withholding Tax* _____

(tax rate ___ % times regular gross pay) _____

School District Withholding Tax* _____

(tax rate ___ % times regular gross pay) _____

Retirement Amount _____

(employees rate ___ % times regular gross pay) _____

Discretionary income (equals) \$ _____

Number of Days Employee Normally Scheduled to Work during a Payroll Period (divided by) _____

Employee's Normal Daily Discretionary Income (equals) \$ _____

Number of Days of the Fine (multiplied by) X _____

Fine Amount \$ _____

Post the amount of the fine to the payroll disbursements journal using the payroll deduction code "XXX" followed by the amount of the fine.

*Note that Medicare, Local Taxes and SDIT are to be used when applicable.