

This worksheet is **designed for New Jersey Payrolls, but your State has a similar calculation**. Don't miss the QuickBooks Tip on creating an employee journal report at the bottom of this page. Ask your CPA or fax your request to us at 908-236-8537 with your e-mail address and a copy of your quarterly unemployment tax form from your State and we will modify and return via e-mail. This form works like a charm to calculate payroll wage limits and avoid paying the state too much or too little.

Quarter Ending: (circle one) Mar 31 June 30 Sept 30 Dec 31

NEW JERSEY 2012 NJ927 worksheet

(only for NJ SDI, NJ SUI, NJ WF & NJ HC taxable wages calculations)

- Print two payroll summary reports
1. Year to date through end of quarter
 2. Quarter payroll summary

EMPLOYEE NAME List only those employees That received a paycheck in this quarter.	A YTD WAGES	B 2012 TAXABLE LIMIT Limits change each year	C EXCESS OVER 30,300 Col A minus Col B (If less than zero enter zero)	D CURRENT QUARTER WAGES	E EXCESS NON TAXABLE WAGES THIS QTR Enter the lessor of Col C or Col D	F TAXABLE QTRLY WAGES Col D minus Col E
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TOTALS				Line 1	Line 2	Line 3&4
				Transfer to NJ927		

QuickBooks do-it yourself payroll and Excel – Number of Weeks Worked Column just got easier:

1. From the Employee Center, click on the excel icon and select - summarize payroll data in excel (see Employee Navigator for older versions)
2. Switch to Excel and change the dates to the quarter you are working with
3. At the bottom of the spread sheet are tabs to the various reports
4. Click on the Employee Journal tab
5. Print report
6. Next modify this same report as follows:
 - o On the top left corner, (row 3) find the title “paid by” and switch (use down arrow)from employee to company”
 - o Click on Sum of amount and change to “count” (change field settings on a total line to count)
 - o The result is the number of paychecks issued to the employee during the quarter (the Medicare company will give you the information you need -other columns have wage limits and should not be used.) Paychecks issued need to be converted to weeks worked if you pay bi-weekly or monthly.
 - o Compare with the gross wages in the employee journal printed in step 5 and you have the information needed to complete the quarterly reports



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