

|             |                        |                        |                      |                   |
|-------------|------------------------|------------------------|----------------------|-------------------|
| <b>B</b>    | <b>I</b>               | <b>N</b>               | <b>G</b>             | <b>O</b>          |
| Tuesday     | Additional Payroll     | 457b Plan              | Earned Income Credit | Profile           |
| Jury Duty   | December               | Supplemental Wages     | Nonresident Alien    | Allowed and Taken |
| Percentage  | Social Security Number | PAYROLL                | Premium Pay          | Voluntary         |
| Base Period | New Hire Reporting     | Garnishment            | South Region Call    | Credit            |
| HSA         | Safe Harbor            | Independent Contractor | Payroll Cycle        | Simple Plan       |

|                          |                       |                         |                     |                              |
|--------------------------|-----------------------|-------------------------|---------------------|------------------------------|
| <b>B</b>                 | <b>I</b>              | <b>N</b>                | <b>G</b>            | <b>O</b>                     |
| Internal<br>Audit        | Shift<br>Differential | Payroll<br>Tax          | FMLA                | Social<br>Security<br>Number |
| General<br>Ledger        | External<br>Audit     | Medical<br>Insurance    | HSA                 | Employer                     |
| Benefit<br>Wage<br>Ratio | Cafeteria<br>Plan     | PAYROLL                 | NY<br>Metro<br>Tax  | Levy                         |
| January<br>31            | Attachment            | South<br>Region<br>Call | COBRA               | Qualifying<br>Event          |
| Garnishment              | Benefit<br>Accruals   | HIPAA                   | Take<br>Home<br>Pay | Allowed<br>and<br>Taken      |

|                                     |                  |                     |                    |                      |
|-------------------------------------|------------------|---------------------|--------------------|----------------------|
| <b>B</b>                            | <b>I</b>         | <b>N</b>            | <b>G</b>           | <b>O</b>             |
| Voluntary                           | Standard Reports | Adjustments         | New Hire Reporting | Profile              |
| March                               | August           | Group Term Life Ins | Multi State        | Special Calculation  |
| Holidays                            | Liabilities      | PAYROLL             | Deduction          | Education Assistance |
| Office of Child Support Enforcement | Wage Attachment  | Reconciliation      | Percentage         | November             |
| Saturday                            | Benefit Ratio    | Child Support       | PA Locals          | December             |