



What Should I Report?

Report on all of the following:

- ✓ Wages or salaries (including retroactive wages or salary and deferred compensation) paid to all employees, including family members and minors
- ✓ Annuity plan
- ✓ Bonuses
- ✓ Total cash paid to employees for commissions and draws against commissions
- ✓ Cafeteria plan IRC 125: Employee cost i.e., salary deductions for benefits
- ✓ Car allowance (reportable when verifiable records to substantiate reimbursements are not available)
- ✓ Davis-Bacon wages: Total prevailing wages paid to employee
- ✓ Employee contributions to group insurance
- ✓ Extra pay for overtime work (all wages are reportable at straight time rate of pay)
- ✓ Pay for holidays, vacations or sick leave allocated to employee's job classification
- ✓ Payment by an employer of amounts that would have been withheld from employees to meet statutory obligations for insurance or pension plans, such as the Federal Social Security Act or Medicare
- ✓ Payment to employees on any basis other than time worked, such as piece work, profit sharing or incentive plans
- ✓ Payment or allowance for hand tools or hand power tools provided by employees and used in their work for the insured
- ✓ Payment for filming of commercials
- ✓ Retirement plans (employee costs)
- ✓ Retroactive wages
- ✓ Savings plans (employee contributions)
- ✓ Shift pay differential
- ✓ The rental value of housing provided for an employee based on comparable accommodations
- ✓ The value of store certificates, merchandise, credits or any other substitute for money received by employees as pay
- ✓ Travel expenses (reimbursement without verifiable records)

What Shouldn't I Report?

You may omit the following, provided they are documented in original records:

- ✗ Active military pay
- ✗ The value of lodging, other than an apartment or house, received by an employee as part of their pay (verifiable records required)
- ✗ Davis-Bacon wages: The difference between the base and prevailing wage or any portion of the difference paid by the employer into an irrevocable pension plan qualified under Sections 201(a) and 501 (a) of IRS code
- ✗ Employee discounts on goods purchased
- ✗ Group insurance premiums (employer costs)
- ✗ Moving expenses (employer paid)
- ✗ Employer contributions to employee benefit plans such as employee savings plans, retirement plans and cafeteria plans (IRC 125)
- ✗ Extra pay portion of overtime
- ✗ Residual payment on pre-filmed commercials
- ✗ Wages of employees who reject workers' compensation coverage
- ✗ Savings plans (employer costs)
- ✗ Severance pay except for time worked or vacation pay or sick pay accrued
- ✗ Sick pay (made by third party)
- ✗ Meal money in the event of late work
- ✗ The value of special rewards for individual intervention or discovery
- ✗ Tips and other gratuities received by employees
- ✗ Reimbursed travel expenses (verifiable records required)
- ✗ Work uniform allowances

Do I Need to Report Overtime?

Yes. Report all overtime as regular pay, not time-and-a-half pay.

If you pay an employee for 45 hrs instead of 40 hrs for a week's work (5 hrs of overtime), your payroll report should include the extra 5 hrs at the regular rate of pay not the time-and-a-half rate.

Gross wages @ \$10/hr: \$475; (40 hrs @ \$10/hr & 5 hrs @ \$15/hr.) Chargeable wages for WC = \$450.
Or 45 hrs @ \$10/hr = \$450.