



FPD Balance Worksheet – For Public School Employers

Use this worksheet to help you correct areas of the Final Payroll Details report that have caused an error message. You may print this form to make manual calculations or use it online.

Instructions

Lines 1-3: Enter the amounts entered in the Final Payroll Details screen.

1. Current Fiscal Year Posted Wages	
2. Wages Reported for Current FY from FPD	
3. Carryover Amount for Current FY	
4. Sub-Totals (Add lines 1 - 3)	

Lines 5-6: Enter the amounts entered in the Final Payroll Details screen.

5. Excess Payment	
6. Carryover Amount for Previous FY	
7. Sub-Total (Add lines 5 - 6)	

Line 8: Enter the amounts entered in the Final Payroll Details screen.

8. Certified Reportable Wages (Line 4 minus line 7)	
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Line 9: Hourly employee
Average hours worked per day X number of days worked since last July 1st X hourly rate.

9. Wages Based on Contract	
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Line 10: Subtract the lessor from the greater.

10. Difference between lines 8 and 9	
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Line 11:
Contract employee formula = Divide wages based on contract by number of days worked since last July 1.
Hourly employee formula = Average hours worked per day X hourly rate.

11. Daily Rate	
12. Difference (in days wages) Divide line 10 by the daily rate (line 11)	

