

APPRENTICE & INTERN PAYROLL PROCESSING LEDGER

Payroll Template for Internship and Apprentice Contracts

COMPANY/ENTITY:

PAY PERIOD START:

PAY PERIOD END:

PAYMENT DATE:

REFERENCE NO:

CURRENCY:

NO.	ID / CONTRACT REF	FULL NAME	TYPE (INTERN / APPRENTICE)	TIME & RATE		GROSS STIPEND / PAY	DEDUCTIONS		NET PAY	SIGNATURE / CONFIRMATION
				HOURS / DAYS	RATE		TAX / WHT	OTHER		
Total:										

PREPARED BY
 Payroll Officer

REVIEWED BY
 HR Manager / Supervisor

AUTHORIZED BY
 Finance Director / Head of Entity

