

BIWEEKLY PAYROLL CALENDAR

Annual Schedule & Processing Deadlines

Calendar Year

Company Name

PERIOD	PAY PERIOD START	PAY PERIOD END	TIMESHEETS DUE	PAY DATE	NOTES / ADJUSTMENTS
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EMPLOYEE PAYROLL LEDGER

Biweekly Earnings & Deductions Record

Pay Period Number
Pay Period Dates
Payment Date

EMPLOYEE NAME / ID	REG HOURS	OT HOURS	HOURLY RATE	GROSS PAY	FED TAX (WH)	STATE/LOCAL	OTHER DED.	NET PAY	CHECK / REF #
TOTALS									

Prepared By (Payroll Officer Signature) Date

Authorized Approver Signature Date