

# SEMIMONTHLY PAYROLL REGISTER & HOURS TRACKER

Payroll Period Worksheet

COMPANY NAME

PAY PERIOD START DATE

PAY PERIOD END DATE

PAYMENT DATE

## 1. HOURS TRACKER (1ST TO 15TH / 16TH TO END OF MONTH)

Employee Name	Day of Pay Period																Total Reg	Total OT	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16			

## 2. PAYROLL REGISTER (EARNINGS, DEDUCTIONS, AND NET PAY)

Employee Name	Hourly Rate	Hours		Gross Earnings			Deductions				Net Pay		
		Reg	OT	Regular Pay	OT Pay	Total Gross	Fed Tax	State Tax	FICA / Other	Pre-Tax Ded.			
<b>Total</b>													

Prepared By (Name / Signature)

Approved By (Name / Signature)