

PAYROLL & EXPENSE TRACKER

Employee Compensation and Reimbursement Record

Employee Name

Pay Period

Employee ID

Department

1. Earnings & Payroll Breakdown

Earnings Type	Hours / Units	Rate (\$)	Total (\$)
Regular Hours			
Overtime Hours			
Bonus / Commission			
Other Earnings			
Gross Earnings			

2. Tax & Payroll Deductions

Deduction Type	Employee Portion (\$)	Employer Portion (Optional) (\$)
Federal Income Tax		
State / Local Tax		
Social Security / FICA		
Health Insurance Contribution		
Retirement / 401(k)		
Total Deductions		

3. Reimbursable Business Expenses

Date	Expense Category	Business Purpose / Description	Amount (\$)
Total Reimbursable Expenses			

Total Gross Earnings (+)	
Total Deductions (-)	
Total Reimbursable Expenses (+)	
Net Payment Amount	