NEW HIRE PROBATIONARY PERIOD PAYROLL LEDGER

CONFIDENTIAL EMPLOYMENT RECORD

EMPLOYEE NAME:

EMPLOYEE ID:

DEPARTMENT:

JOB TITLE:

HIRE / START DATE:

PROBATION END DATE:

SUPERVISOR / MANAGER:

PAY FREQUENCY:

PROBATIONARY COMPENSATION TERMS

BASIC RATE:

OT RATE:

AUTHORIZED ALLOWANCES:

PAY PERIOD START	PAY PERIOD END	REGULAR HOURS	OVERTIME HOURS	GROSS BASIC PAY	OVERTIME PAY	ALLOWANCES	DEDUCTIONS	NET PAY	PAYMENT DATE / REF
TOTALS									

PREPARED BY (PAYROLL OFFICER)

REVIEWED BY (HR / SUPERVISOR)

AUTHORIZED BY (FINANCE MANAGER)