

CONSULTANT RETAINER PAYROLL ALLOCATION SHEET

Payroll Department Copy

Consultant Name:

Agreement Ref #:

Department/Cost Center:

Pay Period Start:

Pay Period End:

Payment Date:

1. RETAINER AGREEMENT SUMMARY

RETAINER PERIOD/FREQUENCY	BASE RETAINER FEE	ALLOCATED HOURS	OVERAGE RATE (HR)	MAXIMUM CAP AMOUNT

2. ACCOUNT & PROJECT PAYROLL ALLOCATION

PROJECT/TASK NAME	GL ACCOUNT CODE	HOURS WORKED	HOURLY RATE EQUIVALENT	ALLOCATED COST
Total Allocated Summary				

3. PAYROLL RECONCILIATION & PAYOUT CALCULATION

A. Base Retainer Fee Earned:	
B. Authorized Overage / Additional Milestone Payouts:	
C. Gross Payment Amount (A + B):	
D. Deductions / Withholdings (if applicable):	
E. Net Payable to Consultant (C - D):	

Consultant Signature / Date

Authorized Approver (Payroll/Finance) / Date