

INTERNAL CONCURRENT EMPLOYMENT PAY RUN TEMPLATE

Dual-Employment Contract Reconciliation & Authorization

Employee Name		Pay Period Start	
Employee ID		Pay Period End	
Primary Cost Center		Payment Date	
Secondary Cost Center		Pay Run Reference	

CONTRACT DETAILS

DETAIL COMPONENT	PRIMARY CONTRACT (JOB A)	SECONDARY CONTRACT (JOB B)	COMBINED REFERENCE
Position Title			
Department / Unit			
Hourly Rate / Salary Basis			
FTE Value			

EARNINGS BREAKDOWN

EARNINGS TYPE	PRIMARY CONTRACT (JOB A)	SECONDARY CONTRACT (JOB B)	TOTAL EARNINGS
Regular Hours Worked			
Regular Gross Pay			
Overtime Hours Worked			
Overtime Gross Pay			
Other Allowances / Adjustments			
Total Contract Gross Pay			

COMBINED STATUTORY DEDUCTIONS & NET PAY SUMMARY

DEDUCTION DESCRIPTION (COMBINED CALCULATION BASIS)	AMOUNT
Federal / National Income Tax	
State / Local Income Tax	
Social Security / National Insurance	
Pension / Retirement Contribution	
Healthcare & Benefits Deductions	
Other Voluntary Deductions	

Total Combined Gross Pay	
Total Combined Deductions	
Net Pay Distribution	

PREPARED BY (PAYROLL SPECIALIST)

VERIFIED BY (HR MANAGER)

AUTHORIZED SIGNATORY