PART-TIME PAYROLL LEDGER

Hourly Employee Payment Records

Pay Period Start:

Pay Period End:

Payment Date:

Employee Name:		**Employee ID:**	
Department:		**Job Title:**	

DATE	REGULAR HOURS	HOURLY RATE ($)	REGULAR PAY ($)	OT HOURS	OT RATE ($)	OT PAY ($)	TOTAL GROSS PAY ($)
Total		-			-		

PAYROLL SUMMARY	
Total Gross Pay ($)	
Federal Tax Deduction ($)	
State/Local Tax Deduction ($)	
Other Deductions ($)	
Net Pay ($)	

Employee Signature & Date

Authorized Signature & Date