

WEEKLY EMPLOYEE PAYROLL ACCOUNT LEDGER

EMPLOYEE NAME

EMPLOYEE ID

DEPARTMENT

PAY PERIOD ENDING

PAYMENT DATE

CHECK / REF NO.

1. EARNINGS				
TYPE OF PAY	HOURS	RATE	CURRENT AMOUNT	YTD AMOUNT
Regular				
Overtime				
Double Time				
Sick Pay				
Vacation Pay				
Bonus / Commission				
Gross Earnings				

2. DEDUCTIONS (STATUTORY & VOLUNTARY)		
DESCRIPTION	CURRENT AMOUNT	YTD AMOUNT
Federal Income Tax (FIT)		
Social Security (FICA)		
Medicare		
State Income Tax (SIT)		
Local / City Tax		
Health Insurance		
Retirement / 401(k)		
Other:		
Total Deductions		

3. NET PAY SUMMARY		
Total Gross Earnings		
Total Deductions (-)		
Net Pay (Take Home)		

EMPLOYEE SIGNATURE

AUTHORIZED APPROVER SIGNATURE