

# MONTHLY PAYROLL TEMPLATE

Part-Time Employees

**Employee Name:**

**Employee ID:**

**Department:**

**Pay Period Start:**

**Pay Period End:**

**Payment Date:**

Week	Hours Worked	Hourly Rate	Overtime Hours	Overtime Rate
Week 1				
Week 2				
Week 3				
Week 4				
Week 5				

<b>Gross Regular Pay:</b>	
<b>Gross Overtime Pay:</b>	
Total Gross Earnings:	
Deductions (Tax):	
Deductions (Other):	
<b>Net Pay:</b>	

\_\_\_\_\_  
Employee Signature & Date

\_\_\_\_\_  
Supervisor Signature & Date