

# PAYROLL SUMMARY SHEET

Company Name: \_\_\_\_\_

Pay Period Start: \_\_\_\_\_

Pay Date: \_\_\_\_\_

Pay Period End: \_\_\_\_\_

## HOURLY EMPLOYEES

Employee Name	Hourly Rate	Reg. Hours	OT Hours	OT Rate	Gross Pay	Deductions	Tax Wh.	Net Pay
<b>Total Employees</b>								

## INDEPENDENT CONTRACTORS

Contractor Name / Business Name	Service Provided	Hourly Rate	Hours Worked	Total Gross Pay (No Taxes Withheld)
<b>Total Contractors</b>				

## PAYROLL GRAND SUMMARY

Total Employee Net Pay:	
Total Contractor Pay:	
<b>Total Funding Required:</b>	

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Prepared By (Signature) Date

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Approved By (Authorized Signature) Date