

SEASONAL HIRING PAYROLL MANAGEMENT TEMPLATE

Payroll Summary & Authorization Form

Employer / Company:	_____	Pay Period Start:	_____
Department / Location:	_____	Pay Period End:	_____
Seasonal Project Code:	_____	Payment Date:	_____

EMPLOYEE INFORMATION

Employee Name:	_____	Seasonal Contract ID:	_____
Job Title / Role:	_____	Contract Start Date:	_____
Hourly Rate / Base Pay:	_____	Contract End Date:	_____

EARNINGS BREAKDOWN

Earnings Category	Rate	Hours Worked	Total Amount
Regular Seasonal Hours			
Overtime Hours			
Holiday / Weekend Premium			
Seasonal Completion Bonus			
Gross Earnings			

DEDUCTIONS & TAXES

Deduction Category	Notes / Reference	Total Amount
Federal Income Tax		
State / Local Tax		
FICA (Social Security & Medicare)		
Seasonal Lodging / Uniform Deduction		
Total Deductions		

Gross Earnings	
Total Deductions	
Net Pay	

Employee Signature & Date

Payroll Administrator Signature & Date