

Short Term Employee Payroll Record

**Employee Name:** \_\_\_\_\_

**Employee ID:** \_\_\_\_\_

**Contract Start:** \_\_\_\_\_

**Contract End:** \_\_\_\_\_

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

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

**Job Title / Project:** \_\_\_\_\_

**Payment Date:** \_\_\_\_\_

**EARNINGS BREAKDOWN**

Description	Hours / Units	Rate (\$)	Total Amount (\$)
Regular Hours Worked			
Overtime Hours Worked			
Contract Bonuses / Incentives			
Other Earnings			
<b>Gross Earnings</b>			

**DEDUCTIONS & TAXES**

Description	Amount (\$)
Income Tax Withholding	
Social Security / Insurance	
Other Deductions (Specify: _____)	
<b>Total Deductions</b>	

<b>NET PAY (Gross Earnings less Deductions)</b>	
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\_\_\_\_\_  
Employee Signature

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

\_\_\_\_\_  
Authorized Approver Signature

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