

WEEKLY PAYROLL SUMMARY

COMPANY NAME

PAY PERIOD START DATE

PAY PERIOD END DATE

PAYMENT DATE

PREPARED BY

APPROVED BY

Employee Payroll Register

Employee Name	Reg. Hours	Reg. Rate	OT Hours	OT Rate	Gross Pay	Fed Tax (W/H)	FICA/Other	Other Ded.	Net Pay
Total		-		-					

EMPLOYEE PAY STUB

EARNINGS STATEMENT

Pay Date:
Period: to

Employee Name:
Employee ID:
Address:
Job Title:
Department:
Tax Filing Status:

Earnings Breakdown

Earnings Type	Rate	Hours	Current Period	Year-to-Date (YTD)
Regular				
Overtime				
Other / Bonus	-	-		
Gross Earnings	-			

Deductions & Taxes

Deduction Type	Current Period	Year-to-Date (YTD)
Federal Income Tax		
State Income Tax		
Social Security (FICA)		
Medicare		
Pre-Tax Deductions (Health, Retirement)		
Total Deductions		

GROSS PAY
TOTAL DEDUCTIONS
NET PAY

Please verify all figures. Report any discrepancies to payroll administration immediately.