

DUAL-ROLE EMPLOYMENT PAYROLL LEDGER

Multi-Position Compensation & Allocation Record

EMPLOYEE NAME		EMPLOYEE ID	
PAY PERIOD START		PAY PERIOD END	
PAYMENT DATE		LEDGER REFERENCE NO.	

PRIMARY POSITION DETAILS				
JOB TITLE	DEPARTMENT/COST CENTER	HOURLY RATE / BASE	HOURS WORKED	GROSS EARNINGS (PRIMARY)
Subtotal Primary Role:				

SECONDARY POSITION DETAILS				
JOB TITLE	DEPARTMENT/COST CENTER	HOURLY RATE / BASE	HOURS WORKED	GROSS EARNINGS (SECONDARY)
Subtotal Secondary Role:				

DEDUCTIONS & STATUTORY TAXES	
DESCRIPTION / DEDUCTION CODE	AMOUNT
Federal Income Tax	
State / Local Income Tax	
FICA (Social Security & Medicare)	
Insurance Deductions (Medical/Dental/Vision)	
Retirement Contributions	
Other Voluntary Deductions	
Total Deductions & Taxes:	

CONSOLIDATED LEDGER SUMMARY	
Total Combined Hours	
Total Combined Gross Earnings	
Total Deductions	
NET PAY ALLOCATION	

Authorized Payroll Administrator Signature

Employee Signature (Acknowledgment of Hours & Roles)