

BIWEEKLY PAYROLL SHEET

Part-Time Employment Contract

Company Name: _____

Pay Period Start Date: _____

Department / Division: _____

Pay Period End Date: _____

Manager / Supervisor: _____

Payment Date: _____

EMPLOYEE DETAILS			
Employee Name:		Hourly Contract Rate:	
Employee ID:		Overtime Rate (if applicable):	
Job Title:		Contract Maximum Hours / Week:	

DAY	DATE	TIME IN	TIME OUT	BREAK (MIN)	REGULAR HOURS	OVERTIME HOURS
Mon (1)						
Tue (1)						
Wed (1)						
Thu (1)						
Fri (1)						
Sat (1)						
Sun (1)						
Mon (2)						
Tue (2)						
Wed (2)						
Thu (2)						
Fri (2)						
Sat (2)						
Sun (2)						

HOURS SUMMARY	
Total Regular Hours:	
Total Overtime Hours:	

HOURS SUMMARY	
Total Hours Worked:	

EARNINGS & DEDUCTIONS	
Gross Regular Pay:	
Gross Overtime Pay:	
Total Deductions:	
Net Pay:	

Employee Signature

Supervisor Signature

Date: _____

Date: _____