

BIWEEKLY PAYROLL SHEET

Benefits & Deductions Record

Company Name:

Pay Period Start:

Pay Date:

Pay Period End:

Employee Name				Employee ID	
Department		Job Title		Pay Rate (Hourly/Salary)	

EARNINGS (BIWEEKLY)

Type	Hours	Rate	Total
Regular Pay			
Overtime Pay			
Sick Leave Pay			
Vacation / PTO Pay			
Holiday Pay			
Bonus / Commission			
Gross Earnings			

DEDUCTIONS

Description	Amount
Pre-Tax Deductions & Benefits	
Health Insurance (Medical/Dental/Vision)	
Retirement Plan (401k / Simple IRA)	
Flexible Spending Account (FSA / HSA)	
Taxes (Statutory Deductions)	
Federal Income Tax (FIT)	
Social Security Tax (FICA)	
Medicare Tax	
State Income Tax (SIT)	
Local / City Tax	
Post-Tax Deductions	
Roth 401k / Retirement	
Garnishments / Other	

Description	Amount
Total Deductions	

Total Gross Earnings	
Total Deductions	
Net Take-Home Pay	

EMPLOYEE SIGNATURE & DATE

AUTHORIZED APPROVER SIGNATURE & DATE