

# PART-TIME EMPLOYEE HOURLY PAYROLL WORKSHEET

Employee Name:

Employee ID:

Department / Role:

Pay Period Start:

Pay Period End:

Payment Date:

Day	Date	Time In	Time Out	Regular Hours	Overtime Hours	Total Hours
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						
<b>Total Weekly Hours</b>						

Earnings Calculation		
Type	Rate	Total
Regular Hours Worked		
Overtime Hours Worked		
Other (Bonus/Holiday)		
<b>Gross Earnings</b>		

Deductions & Net Pay	
Description	Amount
Federal Income Tax	
State / Local Tax	

**Deductions & Net Pay**

<b>Description</b>	<b>Amount</b>
FICA / Other Deductions	
<b>Net Pay</b>	

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**Employee Signature**

Date

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**Supervisor Approval Signature**

Date