HOURLY PAYROLL SUMMARY

Small Business Payroll Record

Company Name	
Pay Period Start	
Pay Period End	
Payment Date	

EMPLOYEE NAME	HOURLY RATE	HOURS WORKED			GROSS EARNINGS			DEDUCTIONS			NET PAY
		REG	OT	TOTAL	REG PAY	OT PAY	TOTAL GROSS	FICA/FED	STATE/LOCAL	OTHER	
Total											

_____

Prepared By

Date: _____

Approved By

Date: _____