

WEEKLY EMPLOYEE PAYROLL REGISTER & TIMESHEET

EMPLOYEE NAME:

EMPLOYEE ID:

DEPARTMENT:

WEEK ENDING DATE:

HOURLY RATE:

OT RATE:

TIMESHEET

DAY	DATE	TIME IN	TIME OUT	REG HOURS	OT HOURS	TOTAL HOURS
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						
Total Weekly Hours						

EARNINGS

TYPE	RATE/HRS	TOTAL
Regular Pay		
Overtime Pay		
Other Pay (Bonus/Holiday)		
Gross Earnings		

DEDUCTIONS

TYPE	TOTAL
Federal Income Tax	
State / Local Tax	
FICA (Social Sec. / Medicare)	
Other Deductions (Insurance/401k)	
Total Deductions	

NET PAY (Gross Earnings - Total Deductions)

Employee Signature Date

Authorized Approver Signature Date