

CONCURRENT CONTRACT PAYROLL ALLOCATION

Dual-Employment Cost Center Distribution Template

Pay Period: _____

Date Processed: _____

EMPLOYEE IDENTIFICATION

Employee Name	Employee ID	Primary Cost Center	Secondary Cost Center	Tax/Filing Status

CONTRACTUAL ALLOCATION & EARNINGS BREAKDOWN

Contract Designation	Cost Center / Dept	Job Title	Hourly Rate	Hours Worked	Regular Pay	Overtime Pay	Gross Earnings
Contract A (Primary)							
Contract B (Secondary)							
Total Aggregate Payroll							

EMPLOYER TAX & BENEFIT ALLOCATIONS (SPLIT)

Allocation Target	Allocation %	Employer Share FICA	Employer Share UI/FUTA	Pension/Retirement	Health/Other Benefits
Contract A Cost Center					
Contract B Cost Center					
Total Allocated Cost	100%				

APPROVALS & AUTHORIZATION

Payroll Administrator Signature Date

Finance Director / HR Authorization Date