

HOURLY TEMP STAFF PAYROLL CALCULATOR

Payroll Calculation & Timesheet Verification

Contractor Name:

Temp Agency (if applicable):

Department / Project:

Supervisor / Approver:

Pay Period Start:

Pay Period End:

Payment Date:

Hourly Rate:

Date	Day	Time In	Time Out	Regular Hours	Overtime Hours	Notes / Tasks
	Monday					
	Tuesday					
	Wednesday					
	Thursday					
	Friday					
	Saturday					
	Sunday					
Total Weekly Hours:						

Earnings Breakdown

Regular Pay (Reg. Hours × Rate)

Overtime Pay (OT Hours × Rate × 1.5)

Other/Bonus

Gross Earnings

Deductions & Adjustments

Tax Deductions

Other Deductions

Total Deductions

Net Pay

Contractor Signature / Date

Authorized Supervisor Approval / Date