

# INTERNSHIP & APPRENTICE PAYROLL CALCULATOR

Contractual Allowance & Stipend Record

Company Name: \_\_\_\_\_

Pay Period: \_\_\_\_\_

Payment Date: \_\_\_\_\_

## CONTRACT DETAILS

Contract Type: \_\_\_\_\_

Hourly / Base Rate: \_\_\_\_\_

Contract Start Date: \_\_\_\_\_

Contract End Date: \_\_\_\_\_

## RECIPIENT INFORMATION

Full Name: \_\_\_\_\_

ID / Reference No: \_\_\_\_\_

Department / Mentor: \_\_\_\_\_

Institution / College: \_\_\_\_\_

## Earnings, Stipends & Allowances

Regular Hours / Base Stipend

Overtime Hours (if approved)

Travel / Transport Allowance

Meal / Training Allowance

Special Project / Performance Bonus

## Deductions & Unpaid Leaves

Unpaid / Unexcused Leaves

Tax Deductions (if applicable)

Other Adjustments

**Special Notes & Remarks**

**Payroll Summary**

Total Gross Earnings:

Total Deductions:

Net Pay:

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PREPARED BY (HR/FINANCE)

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REVIEWED BY (SUPERVISOR)

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RECIPIENT SIGNATURE