

# CONTINGENT WORKFORCE PAYROLL PROCESSING

Temporary Work Contract Payroll Statement & Authorization

## GENERAL INFORMATION

EMPLOYER / CLIENT COMPANY NAME

STAFFING AGENCY / VENDOR (IF APPLICABLE)

DEPARTMENT / COST CENTER

PAYROLL PERIOD START DATE

PAYROLL PERIOD END DATE

PAYMENT PROCESSING DATE

## CONTRACTOR & POSITION DETAILS

CONTRACTOR NAME

CONTRACT / EMPLOYEE ID

JOB TITLE / ROLE

## TIME AND ATTENDANCE BREAKDOWN

WORK CLASSIFICATION	HOURLY RATE	HOURS WORKED	TOTAL GROSS EARNINGS
Regular Hours			
Overtime Hours			
Double Time Hours			
Holiday / Specialized Premium			

## REIMBURSEMENTS, AGENCY FEES & DEDUCTIONS

DESCRIPTION	ADDITION (+)	DEDUCTION (-)

DESCRIPTION	ADDITION (+)	DEDUCTION (-)

<b>TOTAL GROSS PAY</b>	
<b>TOTAL ADJUSTMENTS</b>	
<b>NET DISBURSEMENT AMOUNT</b>	

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SUPERVISOR / PROJECT MANAGER APPROVAL

DATE



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PAYROLL ADMINISTRATOR AUTHORIZATION

DATE