EMPLOYEE ELIGIBILITY AUDIT & PAYROLL TEMPLATE

Company Name:
Audit Date:
Pay Period Start:
Pay Period End:

1. EMPLOYMENT ELIGIBILITY VERIFICATION (FORM I-9 & VISA AUDIT)

Employee Name	Citizenship / Status	Document Type	Document #	Expiration Date	Verification Date	Verified By	I-9 OK

2. PAYROLL PERIOD JOURNAL

Employee Name	Pay Rate ($)	Reg. Hours	OT Hours	Gross Pay ($)	Tax Deductions ($)	Other Deductions ($)	Net Pay ($)
TOTALS:							

Prepared By (Signature / Date)

Authorized Approver (Signature / Date)