

# PAYROLL STATEMENT

Internship & Apprentice Contracts

COMPANY NAME:

EMPLOYEE/INTERN NAME:

CONTRACT TYPE:

INSTITUTION / SCHOOL:

PAY PERIOD:

EMPLOYEE/INTERN ID:

DEPARTMENT:

SUPERVISOR/MENTOR:

DESCRIPTION	EARNINGS	DEDUCTIONS
<b>Earnings &amp; Allowances</b>		
Basic Stipend / Allowance		
Academic/Training Grant		
Travel / Transportation Allowance		
Meal Allowance		
Other Earnings / Performance Bonus		
<b>Deductions</b>		
Social Security / Insurance Contribution (if applicable)		
Tax Withholding (if applicable)		
Absences / Unpaid Leave		
Other Deductions		
<b>Total Gross Earnings &amp; Deductions</b>		
<b>Net Pay (Stipend Payable)</b>		

ATTENDANCE & TIME SUMMARY	VALUES
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ATTENDANCE & TIME SUMMARY	VALUES
Required Hours / Days in Period	
Actual Hours / Days Worked	
Overtime / Additional Training Hours	
Approved Leave Days (Sick/Study)	

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PREPARED BY (HR/PAYROLL CLERK)

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APPROVED BY (SUPERVISOR / MENTOR)

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RECEIVED BY (INTERN / APPRENTICE)