

SEMI-MONTHLY PAYROLL LEDGER & TIMESHEET

EMPLOYEE NAME
 PAY PERIOD START
 EMPLOYEE ID
 PAY PERIOD END
 DEPARTMENT
 PAYMENT DATE

DAILY TIME RECORD								
DAY	DATE	TIME IN	TIME OUT	BREAK IN/OUT	REG HOURS	OT HOURS	LEAVE HOURS	TOTAL HOURS
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
Total Hours:								

EARNINGS LEDGER			
TYPE	HOURS	RATE	AMOUNT
Regular			
Overtime			
Sick Leave			
Vacation Leave			
Holiday / Other			
Gross Earnings:			

DEDUCTIONS LEDGER

DESCRIPTION	AMOUNT
Federal Income Tax	
State / Local Tax	
Social Security (FICA)	
Medicare	
Health Insurance	
Other Deductions	
Total Deductions:	

NET PAY DISTRIBUTION:

EMPLOYEE SIGNATURE & DATE

SUPERVISOR APPROVAL & DATE