

Business Name: _____

EIN: _____

Pay Period From _____ To _____

Pay Day _____

MN: _____

Employee Payroll & Time Report Sheet

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Instructions:

- 1 **Employees' Name:** Alphabetical order by **FIRST** name
- 2 **Separate Regular Hours (RH) and Over Time (OT)** hours, if any
- 3 **Calculate gross pay** = RH+OT pay for each hourly employees or **put salary amount** for salaried employees
- 4 **Accuracy:** Double check for hours, payrate update, OT, gross pay, & tip amount, etc.
- 5 **Report Early** to us; Allow us 2-3 days turnover & mailing time; New Employee? send a W-4 to us

	First & Last Name Employee	Hourly Employees			Gross Pay= (A*B+1.5A*C) or Salary	Tips, Bonus, Ins. Deductions, Notes, etc.
		Regular Pay Rate (A)	Regular Hours (B)	Overtime Hours (C)		
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
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19						
20						

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