

# CLARK ATLANTA UNIVERSITY

## Payroll Summary Sheet

**Department:** \_\_\_\_\_  
**Budget Code:** \_\_\_\_\_  
**Pay Period Ending:** \_\_\_\_\_

**Date:** \_\_\_\_\_

#	Name	ID	Job#	Hours				Total Hours	
				Regular	OT	Holiday	Annual Leave		Sick Leave
1									-
2									-
3									-
4									-
5									-
6									-
7									-
8									-
9									-
10									-
11									-
12									-
13									-
14									-
15									-
16									-
17									-
18									-
19									-
20									-
21									-
22									-
23									-
24									-
25									-
<b>Grand Total Hours</b>									-

*(Note: Include all hourly employees every time. Zero hours indicates that the employee did not work)*

Submitted By \_\_\_\_\_

Approved By \_\_\_\_\_