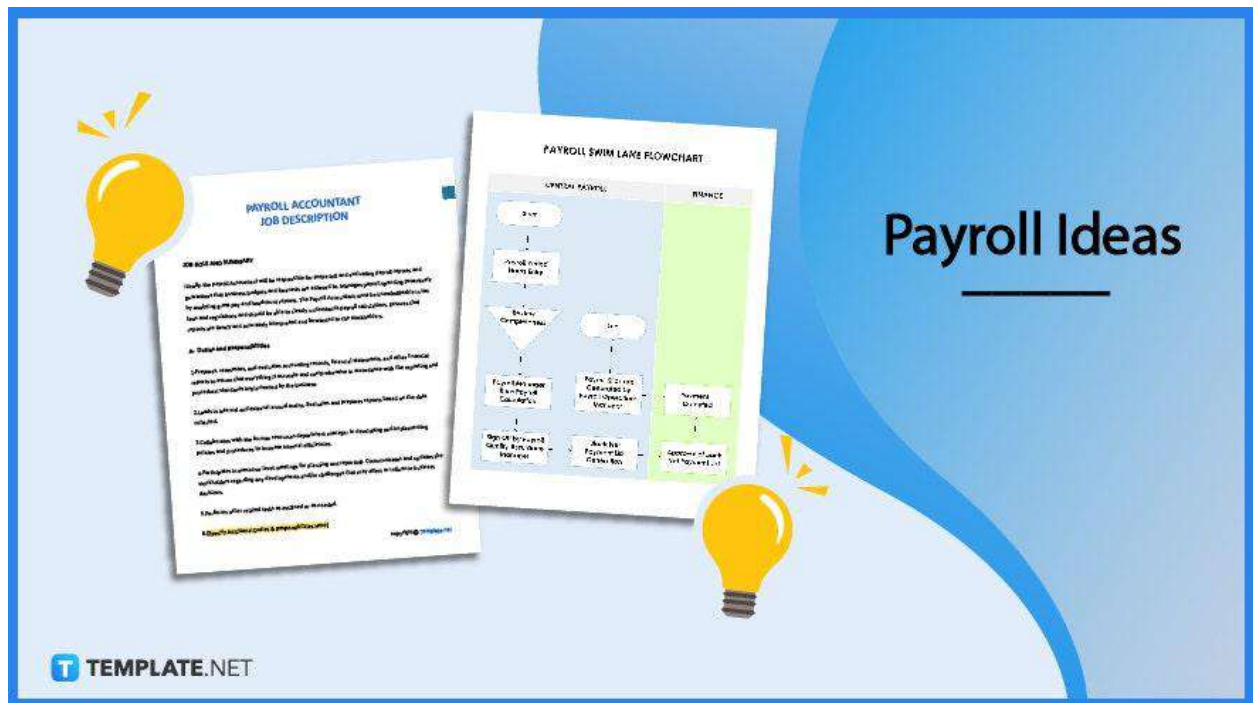


# Payroll Ideas

Payroll plays a major part in managing an employee's salary and wages, and in fact, there are strict labor laws and regulations that companies need to follow. That being said, there are a number of payroll ideas and examples you can consider and use for your business.



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## Payroll Ideas and Examples

Selecting, managing, interacting, training and etc. are just some of the basic aspects of employee management, which of course includes paying company employees and managing their benefits and compensation. This is where the payroll process comes into play; however, there is more to payroll than just salary computation. It expands to a multitude of processes and features; thus, it is essential to determine the different kinds of payroll ideas so you are able to prepare its content and design its layout.

## Payroll Hourly Ideas and Examples

Keeping track of your employees on an hourly basis is important so you are able to accurately compute their pay thereafter. Take a look at this [payroll hourly schedule](#) example, which you can use to prepare a comprehensive payroll schedule. Open up any word processing application and make use of our template below.

## Payroll Hourly Schedule

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	PAY DATE
8:00 AM								
9:00 AM								
10:00 AM								
11:00 AM								
12:00 PM								
1:00 PM								
2:00 PM								
3:00 PM								
4:00 PM								
5:00 PM								
6:00 PM								
7:00 PM								
8:00 PM								

Name: \_\_\_\_\_

Signature: \_\_\_\_\_



## Payroll Accrual Ideas and Examples

A payroll accrual is the sums that your business owes to workers for hours they have worked. It simply refers to accumulated compensation due to an employee. To help you manage, you can make use of this [payroll accrual spreadsheet](#) example to give you an idea of how to prepare this document.

Days to Accumulate:	[NUMBER OF DAYS]
Base Daily Average:	[AMOUNT]
Working Days:	[NUMBER OF DAYS]

[illegible]

[4412 Roosevelt Street, San Francisco, CA 94114]  
[+1 415 359 1127 | [hello@gourmet.com](mailto:hello@gourmet.com)]  
[[gourmet.com](http://gourmet.com)]

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RESTAURANT



## Payroll Timesheet Ideas and Examples

To help you manually organize and take note of your employee's working hours and schedules, then a [payroll timesheet calculator](#) is an ideal choice. You will be able to create a detailed document that is set to verify and record attendance, hours worked, take note of holiday leave, and pay adjustments. Not to mention incorporating the right formula in calculating salary and taxes.

## Payroll Timesheet Calculator



[Company Name]  
[Tag Line]

Team Lead Name: [Dyane Clarke]  
Manager Name: [Williams Smith]  
Week Starting: [2nd February 2020]

EMPLOYEE NAME	START TIME	END TIME	REGULAR HOURS	OVERTIME HOURS	TOTAL HOURS	RATE PER HOUR	PAY PER DAY
David	9:30 AM	8:00 PM	8.00	2.50	10.50	\$200.00	\$2,100.00
Alonzo Austin	7:30 AM	5:15 PM	8.00	1.75	9.75	\$300.00	\$2,925.00
Bart Bill	9:00 AM	7:00 PM	8.00	2.00	10.00	\$150.00	\$1,500.00
Carson Cassidy	9:30 AM	8:00 PM	8.00	2.50	10.50	\$400.00	\$4,200.00
Clayton	7:30 AM	5:00 PM	8.00	1.50	9.50	\$250.00	\$2,375.00
Flynn Frank	9:00 AM	7:00 PM	8.00	2.00	10.00	\$350.00	\$3,500.00
Henry Holt	8:00 AM	0.75	8.00	2.00	10.00	\$550.00	\$5,500.00



## Daily Payroll Ideas and Examples

Need to prepare a daily payroll report? Then this [daily payroll timesheet](#) is a great option to help you start working on this document. The template itself will give you an idea of how to start, what details you need to include, and the best layout that fits your payroll standards.





## Daily Payroll Timesheet

### Hermann LLC Company

[9126 NE. Race Street, Saint Johns, FL 32259]  
[Hermann LLC@email.com]  
[+1-202-555-0159]

Employee Name: **Grayson**  
Approving Manager: **Addison**  
Employee Phone: **202-555-0127**

Employee Email: **Grayson@email.com**  
Tax ID#: **563248972**  
Week Ending: **15-04-19**

Day	In	Out	In	Out	Regular Hours	Over Time Hours	Sick	Vacation	Total
Monday	9:00	12:30	1:10	6:15	8.0	1.6			9.6
Tuesday	8:00	12:45	1:30	5:15	8.0	1.2			9.2
Wednesday	8:30	12:30	1:10	5:45	8.0	1.3			9.3
Thursday									
Friday									
Total Hours					24.0	4.1	0.0	0.0	28.1
Rate/Hr					\$200.00	\$200.00	\$200.00	\$200.00	\$200.00
Total					4800.0	822.2	0.0	0.0	5622.2

Manager Signature

Employee Signature



## Weekly Payroll Ideas and Examples

Some companies practice paying their employees on a weekly basis. That being said, employers should be able to develop a system to keep track of their employee's workload, and hours rendered including any overtime pay. Check out this [payroll weekly timesheet](#) idea which is ideal for tracking weekly work schedules.

## PAYROLL WEEKLY TIMESHEET



Employee Name: [Dyan Clarke]

Manager Name: [Williams Smith]

Week Starting: [2nd February 2020]

Day of Week	MORNING			AFTERNOON		Total Hours	Regular Hours	Overtime Hours	Pay per Day
	Begin Time	End Time	Break	Begin Time	End Time				
MONDAY	7:30 AM	11:30 AM	0.75	12:15 PM	4:30 PM	9.00	8.00	1.00	\$0.00
TUESDAY	9:00 AM	12:30 PM	0.50	1:00 PM	7:15 PM	10.25	8.00	2.25	\$0.00
WEDNESDAY	9:30 AM	1:00 PM	1.00	2:00 PM	7:00 PM	9.50	8.00	1.50	\$0.00
THURSDAY	7:30 AM	11:30 AM	0.75	12:15 PM	6:45 PM	11.25	8.00	3.25	\$0.00
FRIDAY	9:00 AM	12:30 PM	0.50	1:00 PM	6:00 PM	9.00	8.00	1.00	\$0.00
TOTAL									\$0.00



## Payroll Roadmap Ideas and Examples

Payroll is a sequence of processes that are designed to properly pay employees. With the help of an [HR payroll roadmap](#), you will be able to effortlessly streamline the process not only for the team but for the accounting department as well. Management will get an idea of how the process is done and see to it that it follows a steady workflow.

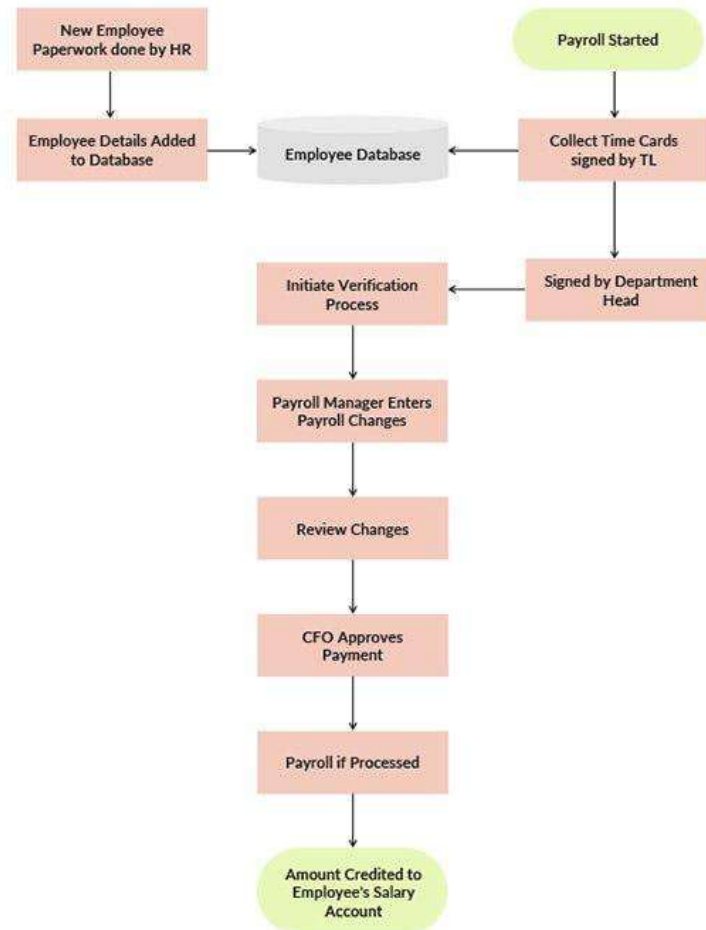
## HR PAYROLL ROADMAP



## Payroll Software Ideas and Examples

Although manually handling company employees' salaries and wages is still being practiced, larger companies with numerous employees have been using payroll software applications. This is an on-premises or cloud-based solution that manages, maintains, and automates payments to employees. To help your company understand how this work, you can make use of a [payroll software flowchart](#) to document the process and its techniques.

### Payroll Software Flowchart



## Payroll SOP Ideas and Examples

There are certain labor rules and regulations that govern employee salaries, benefits, and taxes. Failure to adhere to these rules may risk fines or worst-case scenario, business closure. That being said, a [payroll standard operating procedure](#) is an excellent concept to ensure that management is aware of the proper procedure when it comes to managing salary and etc.



# Payroll Standard Operating Procedure

[company logo]

NWA Corp.

[6302 Blue Summit Drive, Nebraska City, NE 91036  
admin@nwacorp.com | 222 555 7777]

**Prepared By** : Kenneth Jackson  
**Effective Date** : October 01, 2050  
**Department** : HR  
**Approved By** : Melissa Stone

## Purpose

To guide the HR employees for using the Paycor system in processing the monthly payroll for all employees.

## Scope

This procedure is intended for all employees in the HR, payroll, accounting, and other departments of the company.

## Definition

**Paycheck** : is a check that is given to an employee for the services rendered.

**Timesheets** : is a sheet that contains all of the working hours spent by the employee during the pay period.

## Responsibility

### HR Manager

Responsible for managing the employee's pay such as increasing salaries, bonuses, incentive, sick and vacation leave credits, and others.

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## Payroll Resume Ideas and Examples

Do you have any background in payroll management and the like? Then to help you get that job, check out this [payroll account resume](#) example which is ideal for those looking for a job in payroll and accounting management. You can use our template to design your resume, which also includes what kind of data you need to write down.



# Carl Rodney

(786) 741-2346  
scott.Summers@aol.com

## PROFESSIONAL ACCOMPLISHMENTS AND EXPERIENCE

### CAREER OBJECTIVE

An accounting professional proficient in producing accurate and comprehensive financial reports detailing payroll activities while efficiently completing and managing payroll tasks and responsibilities.

### EDUCATIONAL BACKGROUND

Bachelor's Degree in Accountancy  
Sept. 2042 - Jun. 2046  
Harvard University (Tertiary)

Aug. 2036 - May 2042  
Xavier Academy (Secondary)

Sept. 2030 - Jun. 2036  
Maxwell Elementary School  
(Primary)

#### Senior Payroll Accountant

JCB Spencer & Co. | Jan. 2053 - Present

1. Collaborated closely with the HR, IT, Finance, and Accounting departments to improve and develop processes, prepared accounting entries and other assigned responsibilities.
2. Assist the Payroll Manager in addressing any issues regarding payroll and finances and helped in facilitating projects.
3. Reviewed and monitored monthly benefit and compensation expenses, performed variance analysis, updates and made necessary adjustments to the journal entries.
4. Partnered with third-party providers in managing payroll processes.
5. Helped in processing payroll, tax, commissions, and bonuses.

#### Junior Payroll Accountant

Finn & Stockholm CPA LLC | Nov. 2050 - Dec. 2053

1. Assisted in producing payroll entries and maintaining payroll files for the company employees.
2. Provided assistance to the Accounting Manager in accomplishing various tasks and projects.
3. Managed the attendance system to ensure accuracy in recording employees' timekeeping.
4. Built and maintained an excellent working relationship with clients.
5. Prepared and presented payroll reports and analysis to the management and the stockholders.



## Annual Payroll Ideas and Examples

Employee salaries play a big part in a company's budget plan, which is why the HR department is tasked to create an [annual payroll budget](#) to be presented to the management during business planning. To give you an idea of what to prepare and how to conceptualize this document, our template below can help you get started. There are several important key factors that need to be included in a budget report, such as a breakdown of the employees and their designation, the salaries, compensation, payroll taxes, and other relevant details.

## ANNUAL PAYROLL BUDGET



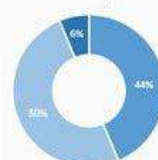
[Company Name]

[Address]

[Contact Number]

Budgeted Salary Amount	\$230,000
Actual Salary Amount	\$263,298
Actual Mines Budget	\$33,298

Payroll Summary



- Budgeted Salary Amount
- Actual Salary Amount
- Actual Mines Budget

Employee Designation	Head Count	Time Span	Gross Salary	Payroll Tax's			Net Salary
				Insurance	Federal Tax	Social Security	
HR's							
HR Director	1	1 year	\$8,000	\$40	\$20	\$18	\$7,922
HR Manager's	2	1 year	\$8,500	\$85	\$40	\$18	\$8,357
Recruiting HR's	4	1 year	\$12,000	\$85	\$45	\$25	\$11,845
HR Consultant's	3	1 year	\$6,000	\$72	\$38	\$20	\$5,870
Manager							
General manager	1	1 year	\$4,200	\$40	\$15	\$15	\$4,130



## **FAQs**

### **How do you pay payroll taxes?**

To pay payroll taxes, you need to first check on the process and deposit schedules implemented by the IRS or any other governing labor agency in your country, after which you may need to also report taxes you have deposited by submitting filing forms.

### **What taxes are included in payroll?**

In the US, the taxes included in payroll are social security tax, medicare tax or health insurance tax, federal and state unemployment taxes, and local taxes.

### **What is involved in payroll processing?**

Payroll processing involves setting up an employee's information, and then a payroll schedule, calculate the gross pay, determine the deductions, calculate the net pay, issue payment, and lastly keep payroll records.

### **What are the payroll earnings?**

Wages, salaries, and overtime pay are considered earnings.

### **Why do companies outsource payroll?**

Big companies or new ones like startups may not have enough financial resources to hire their own team to handle payroll other than that businesses in this case want to lower overhead costs and expenses and streamline the work process.

### **How do HR and payroll work together?**

The HR department manages employees, which includes paying their salary and wages; thus, the core process of administering payroll is best dealt with by this department.



## **What are the objectives of the payroll department?**

The main purpose of this department is that employees are paid correctly and on time, correct deductions and withholdings are made, and ensure the security of employees' files.

## **Why should payroll report to HR?**

Managing payroll is one of the main functions of an HR department because it concerns dealing with employees.

## **How does the payroll system work?**

The payroll system is the management of the entire payroll process, which is to review and calculate wages, withholding taxes, and other deductions and file employment taxes

## **What are the duties of payroll clerk?**

Their duties ensure that employees are paid accurately and on time; they are also responsible for answering inquiries from employees and vendors.

## **What is a certified payroll project?**

This is referred to as a special federal payroll report, which is a document that needs to be completed within the year by construction and other labor jobs performed on government property.

## **What makes an effective payroll?**

An effective payroll system takes into account data and generates relevant and useful reports so that relevant parties such as the HR supervisor have enough info and articles in case there is a need to audit files.