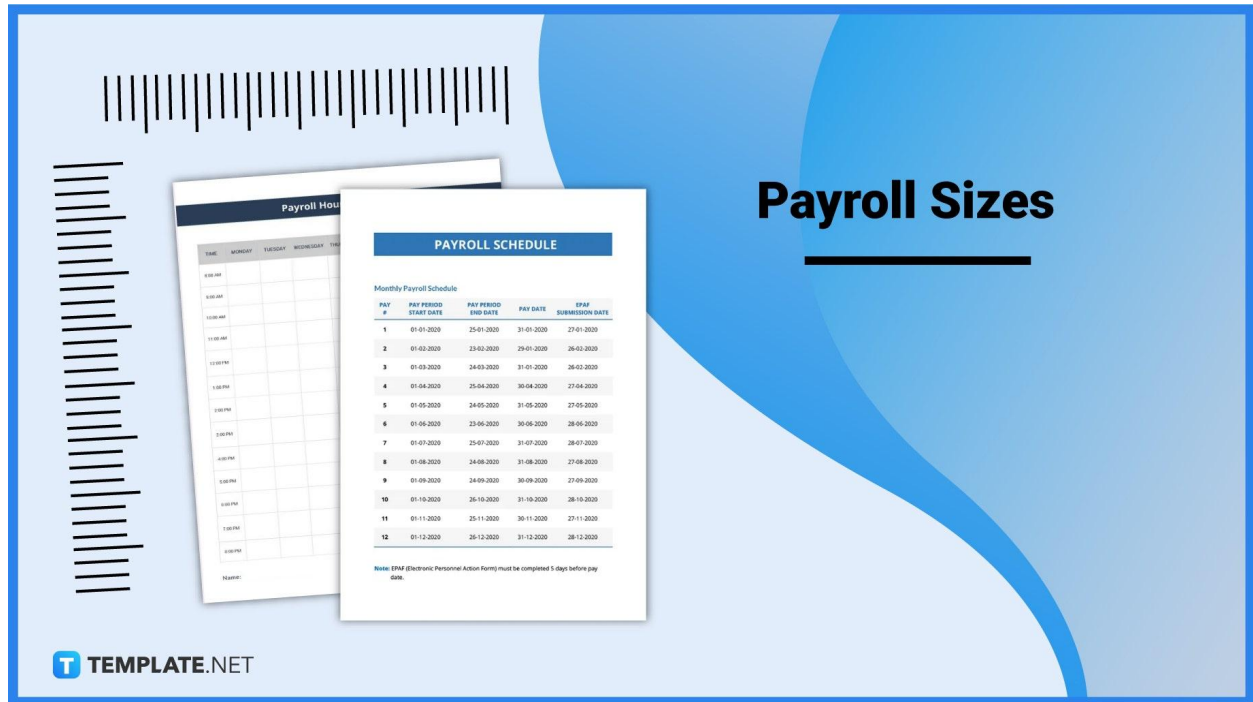


Payroll Sizes

Payrolls are commonly used by accountants and the HR department. This type of document requires the right payroll size because it holds a handful amount of information and data that is needed for the proper computation of an employee's salary.



Payroll Sizes Standard

It is the responsibility of an employer to pay their employees their salary and wages properly and on time. This is why it is essential that companies need to set up their own systematic payroll process that will not only manage wages but document the right calculation, deductions, and compensation. That being said, determining the right payroll size matters to ensure that you are able to cover every detail in this document.

Letter Size

A payroll document fits well using a letter paper size or ANSI letter, which is commonly used for business and academic documents such as statements, surveys, pay stubs, and many more. A letter size has an average measurement of 8.5 × 11 inches or a width of 215.9 mm with a length of 279.4 mm.

A4 Size

Another standard size that can be used to create a payroll document is an A4 paper size which measures 297mm (height) × 210mm (width) in portrait orientation and 210mm (height) × 297mm (width) for landscape orientation; its size in inches 8.3 × 11.7. This type of paper size works well when preparing a payroll document since it can hold a sizeable amount of information and data.

Payroll Sizes for Print

If you have a comprehensive payroll document in a spreadsheet format that may look like a ledger, or complete with calculations and graphs then the best option is to use an A4 size (8.3 × 11.7 inches) or a letter paper size (8.5 × 11 inches). You also have an option to use adjust the paper size before printing, so in case you need the document in landscape orientation then the best size is 10 × 8 inches.

Payroll Sizes for Print

Letter Size

PAYROLL SCHEDULE				
Mitarbeiter/Schedule				
NO.	NAME	DATE	TIME	DATE
1	12/1/2020	12/1/2020	12/1/2020	12/1/2020
2	12/2/2020	12/2/2020	12/2/2020	12/2/2020
3	12/3/2020	12/3/2020	12/3/2020	12/3/2020
4	12/4/2020	12/4/2020	12/4/2020	12/4/2020
5	12/5/2020	12/5/2020	12/5/2020	12/5/2020
6	12/6/2020	12/6/2020	12/6/2020	12/6/2020
7	12/7/2020	12/7/2020	12/7/2020	12/7/2020
8	12/8/2020	12/8/2020	12/8/2020	12/8/2020
9	12/9/2020	12/9/2020	12/9/2020	12/9/2020
10	12/10/2020	12/10/2020	12/10/2020	12/10/2020
11	12/11/2020	12/11/2020	12/11/2020	12/11/2020
12	12/12/2020	12/12/2020	12/12/2020	12/12/2020
13	12/13/2020	12/13/2020	12/13/2020	12/13/2020
14	12/14/2020	12/14/2020	12/14/2020	12/14/2020
15	12/15/2020	12/15/2020	12/15/2020	12/15/2020
16	12/16/2020	12/16/2020	12/16/2020	12/16/2020
17	12/17/2020	12/17/2020	12/17/2020	12/17/2020
18	12/18/2020	12/18/2020	12/18/2020	12/18/2020
19	12/19/2020	12/19/2020	12/19/2020	12/19/2020
20	12/20/2020	12/20/2020	12/20/2020	12/20/2020
21	12/21/2020	12/21/2020	12/21/2020	12/21/2020
22	12/22/2020	12/22/2020	12/22/2020	12/22/2020
23	12/23/2020	12/23/2020	12/23/2020	12/23/2020
24	12/24/2020	12/24/2020	12/24/2020	12/24/2020
25	12/25/2020	12/25/2020	12/25/2020	12/25/2020
26	12/26/2020	12/26/2020	12/26/2020	12/26/2020
27	12/27/2020	12/27/2020	12/27/2020	12/27/2020
28	12/28/2020	12/28/2020	12/28/2020	12/28/2020
29	12/29/2020	12/29/2020	12/29/2020	12/29/2020
30	12/30/2020	12/30/2020	12/30/2020	12/30/2020
31	12/31/2020	12/31/2020	12/31/2020	12/31/2020

11 inches

8.5 inches

A4

PAYROLL SCHEDULE				
Mitarbeiter/Schedule				
NO.	NAME	DATE	TIME	DATE
1	12/1/2020	12/1/2020	12/1/2020	12/1/2020
2	12/2/2020	12/2/2020	12/2/2020	12/2/2020
3	12/3/2020	12/3/2020	12/3/2020	12/3/2020
4	12/4/2020	12/4/2020	12/4/2020	12/4/2020
5	12/5/2020	12/5/2020	12/5/2020	12/5/2020
6	12/6/2020	12/6/2020	12/6/2020	12/6/2020
7	12/7/2020	12/7/2020	12/7/2020	12/7/2020
8	12/8/2020	12/8/2020	12/8/2020	12/8/2020
9	12/9/2020	12/9/2020	12/9/2020	12/9/2020
10	12/10/2020	12/10/2020	12/10/2020	12/10/2020
11	12/11/2020	12/11/2020	12/11/2020	12/11/2020
12	12/12/2020	12/12/2020	12/12/2020	12/12/2020
13	12/13/2020	12/13/2020	12/13/2020	12/13/2020
14	12/14/2020	12/14/2020	12/14/2020	12/14/2020
15	12/15/2020	12/15/2020	12/15/2020	12/15/2020
16	12/16/2020	12/16/2020	12/16/2020	12/16/2020
17	12/17/2020	12/17/2020	12/17/2020	12/17/2020
18	12/18/2020	12/18/2020	12/18/2020	12/18/2020
19	12/19/2020	12/19/2020	12/19/2020	12/19/2020
20	12/20/2020	12/20/2020	12/20/2020	12/20/2020
21	12/21/2020	12/21/2020	12/21/2020	12/21/2020
22	12/22/2020	12/22/2020	12/22/2020	12/22/2020
23	12/23/2020	12/23/2020	12/23/2020	12/23/2020
24	12/24/2020	12/24/2020	12/24/2020	12/24/2020
25	12/25/2020	12/25/2020	12/25/2020	12/25/2020
26	12/26/2020	12/26/2020	12/26/2020	12/26/2020
27	12/27/2020	12/27/2020	12/27/2020	12/27/2020
28	12/28/2020	12/28/2020	12/28/2020	12/28/2020
29	12/29/2020	12/29/2020	12/29/2020	12/29/2020
30	12/30/2020	12/30/2020	12/30/2020	12/30/2020
31	12/31/2020	12/31/2020	12/31/2020	12/31/2020

11.7 inches

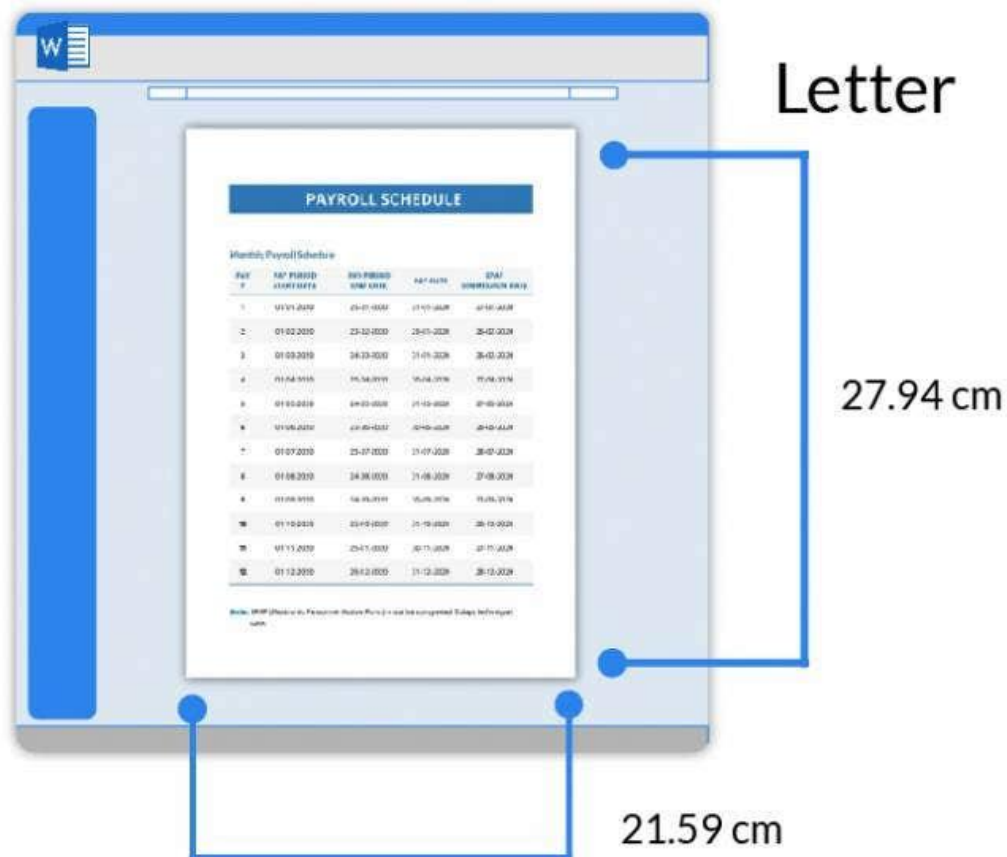
8.3 inches

Payroll Sizes for MS Word

Microsoft Word or MS Word is one of the most popular and widely used word processors and by default MS Word uses a standard paper size of 8.5 × 11 inches or a Letter size if you need to create and print out a document using this software, but you always have the option to make all the necessary adjustments. To do so just click on the Page Layout tab, then click on Size and there you have the option to choose what other sizes, for example, A4 size or click on the More Pages Sizes to manually adjust the sizes that will fit your requirement.

Payroll Sizes for MS Word

TEMPLATE.NET



Payroll Sizes for Apple Pages

Apple Pages is an alternative to MS Word, which is what most Apple users tend to use when preparing any sort of document. By standards, you can use the letter size (215.9 mm width, 279.4 mm length) and A4 size (210mm height, 297mm width) to prepare a payroll document. If you need to customize the paper size, you can make your own adjustment by simply clicking on the Page Setup icon, after which click the Paper Size pop-up menu, then choose Manage Custom Sizes.

Payroll Sizes for Apple Pages

Letter



279.4 mm

215.9 mm

A4



210 mm

297mm

Payroll Sizes for Google Docs

For Google Docs, the default paper size is the Letter format which measures 8.5 × 11 inches. If you have an employee time tracker and you want to create a summary of all those data in real-time, then google docs is your best choice as you have the option to change the default page size and choose from one of the many options for page size formats.

Payroll Sizes for Google Docs

T TEMPLATE.NET

NO.	W	PST PERIOD	PST PERIOD	PST PERIOD	PST PERIOD	PST PERIOD	PST PERIOD	PST PERIOD	PST PERIOD	PST PERIOD	PST PERIOD
1	01-01-2020	01-01-2020	01-01-2020	01-01-2020	01-01-2020	01-01-2020	01-01-2020	01-01-2020	01-01-2020	01-01-2020	01-01-2020
2	01-02-2020	01-02-2020	01-02-2020	01-02-2020	01-02-2020	01-02-2020	01-02-2020	01-02-2020	01-02-2020	01-02-2020	01-02-2020
3	01-03-2020	01-03-2020	01-03-2020	01-03-2020	01-03-2020	01-03-2020	01-03-2020	01-03-2020	01-03-2020	01-03-2020	01-03-2020
4	01-04-2020	01-04-2020	01-04-2020	01-04-2020	01-04-2020	01-04-2020	01-04-2020	01-04-2020	01-04-2020	01-04-2020	01-04-2020
5	01-05-2020	01-05-2020	01-05-2020	01-05-2020	01-05-2020	01-05-2020	01-05-2020	01-05-2020	01-05-2020	01-05-2020	01-05-2020
6	01-06-2020	01-06-2020	01-06-2020	01-06-2020	01-06-2020	01-06-2020	01-06-2020	01-06-2020	01-06-2020	01-06-2020	01-06-2020
7	01-07-2020	01-07-2020	01-07-2020	01-07-2020	01-07-2020	01-07-2020	01-07-2020	01-07-2020	01-07-2020	01-07-2020	01-07-2020
8	01-08-2020	01-08-2020	01-08-2020	01-08-2020	01-08-2020	01-08-2020	01-08-2020	01-08-2020	01-08-2020	01-08-2020	01-08-2020
9	01-09-2020	01-09-2020	01-09-2020	01-09-2020	01-09-2020	01-09-2020	01-09-2020	01-09-2020	01-09-2020	01-09-2020	01-09-2020
10	01-10-2020	01-10-2020	01-10-2020	01-10-2020	01-10-2020	01-10-2020	01-10-2020	01-10-2020	01-10-2020	01-10-2020	01-10-2020
11	01-11-2020	01-11-2020	01-11-2020	01-11-2020	01-11-2020	01-11-2020	01-11-2020	01-11-2020	01-11-2020	01-11-2020	01-11-2020
12	01-12-2020	01-12-2020	01-12-2020	01-12-2020	01-12-2020	01-12-2020	01-12-2020	01-12-2020	01-12-2020	01-12-2020	01-12-2020

11 inches

8.5 inches

FAQs

What documents are included in the audit payroll?

A payroll audit is an evaluation of a company's payroll processes to ensure accuracy and you will need the following documents to perform the audit such as employee data and working hours, compensation, payroll transaction documents, tax withholdings and deposits, bank statements, and reimbursement documents.

What are the main elements of payroll calculation?

Payroll is processed by calculating gross wages and payroll deductions, to arrive at an employee's net pay and you need to take note of gross regular pay, statutory payment deductions (payroll taxes, federal income tax, Social Security tax, and other taxes that are applicable in your state or country), voluntary payment deductions (other taxes, voluntary deductions, medical insurance, contributions to charities or savings plans, and involuntary deductions, such as court orders and pretax deductions).

What is the size for a payroll check?

The ideal size for a payroll check has an overall size parameter of $9 \frac{3}{16}'' \times 13''$, check size $3 \frac{1}{8}'' \times 7''$, and stub size of $3 \frac{1}{8}'' \times 6''$.

How are minutes calculated for payroll?

To calculate the minutes an employee has worked, first, you need to calculate total working hours and minutes, convert these minutes to decimals, after which multiply the time calculated and the wage rate.

What are the payroll metrics?

Payroll metrics help measure a payroll's overall process, and to do so you need to take note of the following metrics that may guide you: cost of payroll, time to run payroll, productivity and effectiveness, overtime, employee leave, and training costs.

How do you calculate the payroll expense?

A payroll expense is the weekly, monthly, or yearly cost associated with an employee's salary, benefits, and payroll taxes, and to calculate all these, all you need is to identify exactly what are these expenses, break them down, and then total all payroll taxes above and add to total wages to get total payroll expenses.

What forms are needed for payroll?

To be able to properly calculate a payroll you need to take note of some of these forms such as Employee Withholding Tax Form, Employer's Quarterly Tax Form, Individual Income Tax Form, Employee's Withholding Allowance, and many more, but make sure to double-check with the government labor agencies to see which currently applies in your country or state.

What is the fair market value in payroll?

A fair market value is the salary amount that management is willing to pay an employee for their position and services, and this is determined by looking at similar positions within the same industry and geographical location.

How long do you keep payroll records?

Around three to four years is the best time to keep your payroll records, as you may need this for future reference and some states have laws requiring you to keep these records for a given amount of time.

What are the features of the payroll system?

If your firm decides to set up a payroll system then it should have the following features: accurate tax filings and deposits, direct deposits, payroll processing and management, compensation administration, employee self-service capabilities, payroll reporting, and compliance management.

How do you make payroll sheet?

Open an excel spreadsheet, then this newly created file is where you store all your employee payroll information by creating columns with names that can hold the values for certain parameters/variables, after which, add the details in each column for example employee name in column A, the number of hours worked and hourly paying rate, etc., then incorporate a formula so you are able to automatically calculate the gross pay, income tax, deductibles in order to come up with the net pay, and lastly add up everything to get the grand total.

What is the weekly payroll?

Weekly payroll is mostly applicable to employees with irregular schedules and those who work overtime, which is typical in the construction industry, student workers, consultants, and other skilled trade businesses.

What are the year-end payroll reports?

There are different kinds of payroll reports but overall it is a detailed document that an HR manager and team use to verify their tax liabilities or cross-check financial data, and it may include such information as pay rates, hours worked, overtime accrued, taxes withheld from wages, employer tax contributions, vacation balances, and more.

How do you calculate the payroll hours?

To calculate the payroll hours for an employee you need to first determine the start and the end time, convert the time to military time (24 hours), transform the minutes in decimals (divide the minutes by 60), subtract the start time from the end time (to determine the total hours, subtract the time the employee clocked in from when they clocked out), subtract the unpaid time taken for breaks, after which you can then calculate gross wage by multiplying the hours worked by the hourly wage.

What are the payroll source documents you need?

Payroll source documents are files that are essential in order to generate an employee's salary, and these documents include time sheets, job sheets, time recorders, payroll registers, and payslips.