Payroll Documentation Record Template

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Employer Name |  | Employee ID |  | Issue Date |  |
| Full Address |  | Business Unit |  | Check no. |  |
|  | Salary Ranks  |  | Salary Begin Date |  |
| Phone |  | BENEFITS DATE |  | Salary End Date |  |

|  |  |  |
| --- | --- | --- |
| Tax Type | Allowances | Total Deductions |
| Federal |  |  |
| State |  |  |
| Local |  |  |

|  |
| --- |
| Employee Details |
| Employee Full Name |  |
| Complete Address |  |
|  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Payroll Description | Working Hours | Per Hour Rate | Gross Salary | Net Salary | Total Salary |
| Regular |  |  |  |  |  |
| Overtime |  |  |  |  |  |
| Holiday |  |  |  |  |  |
| Personal Day |  |  |  |  |  |
| Vacation |  |  |  |  |  |
| Sick Leave |  |  |  |  |  |
| Family Leave of Absence (FMLA) |  |  |  |  |  |
| Bonus |  |  |  |  |  |
| CURRENT GROSS PAY |  | YTD TOTAL |  |

|  |
| --- |
| Total Net Salary |
| Current |  |
| Yearly |  |

|  |  |  |
| --- | --- | --- |
| Deductions: | Facility Disbursed | Current Balance |
| Federal Withholding |  |  |
| Federal MED/EE |  |  |
| Federal OASDI/EE |  |  |
| State Withholding |  |  |
| Other |  |  |
|  |  |  |
| TOTALS |  |  |

**MESSAGES**