# INDIVIDUAL PAYROLL RECORD

**Name** _____ **Employee #** _____

**Address:** _____

**Social Security #** _____-_____-_____ **Position** _____ **Birth Date** _____ **Phone #** _____

**Regular Rate** _____ **Overtime Rate** _____ **Withholding Status** _____ **First Day Worked** _____ **Last Day Worked** _____

| | PERIOD ENDING | TOTAL HOURS | | WAGES | | | | TOTAL GROSS PAY | DEDUCTIONS | | | | | | TOTAL DEDUC-TIONS | NET PAY | Check Number |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | Regular | Overtime | Regular | Overtime | Cafeteria Deduct. | | | Social Security | Medicare Withhold. | Pretax Retire. | Federal Withhold. | State Withhold. | | | | |
| 1 | JAN. | | | | | | | | | | | | | | | | |
| 2 | | | | | | | | | | | | | | | | | |
| 3 | | | | | | | | | | | | | | | | | |
| 4 | | | | | | | | | | | | | | | | | |
| 5 | | | | | | | | | | | | | | | | | |
| | TOTAL JAN. | | | | | | | | | | | | | | | | |
| 1 | FEB. | | | | | | | | | | | | | | | | |
| 2 | | | | | | | | | | | | | | | | | |
| 3 | | | | | | | | | | | | | | | | | |
| 4 | | | | | | | | | | | | | | | | | |
| 5 | | | | | | | | | | | | | | | | | |
| | TOTAL FEB. | | | | | | | | | | | | | | | | |
| 1 | MAR. | | | | | | | | | | | | | | | | |
| 2 | | | | | | | | | | | | | | | | | |
| 3 | | | | | | | | | | | | | | | | | |
| 4 | | | | | | | | | | | | | | | | | |
| 5 | | | | | | | | | | | | | | | | | |
| | TOTAL MAR. | | | | | | | | | | | | | | | | |
| | TOTAL 1ST QTR. | | | | | | | | | | | | | | | | |
| 1 | APR. | | | | | | | | | | | | | | | | |
| 2 | | | | | | | | | | | | | | | | | |
| 3 | | | | | | | | | | | | | | | | | |
| 4 | | | | | | | | | | | | | | | | | |
| 5 | | | | | | | | | | | | | | | | | |
| | TOTAL APRIL | | | | | | | | | | | | | | | | |
| 1 | MAY | | | | | | | | | | | | | | | | |
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| | TOTAL MAY | | | | | | | | | | | | | | | | |
| 1 | JUNE | | | | | | | | | | | | | | | | |
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| 5 | | | | | | | | | | | | | | | | | |
| | TOTAL JUNE | | | | | | | | | | | | | | | | |
| | TOTAL 2ND QTR. | | | | | | | | | | | | | | | | |
| | YEAR TO DATE | | | | | | | | | | | | | | | | |

**Name** _____ **Employee #** _____

**Address:** _____

**Social Security #** _____-_____-_____ **Position** _____ **Birth Date** _____ **Phone #** _____

**Regular Rate** _____ **Overtime Rate** _____ **Withholding Status** _____ **First Day Worked** _____ **Last Day Worked** _____

| | PERIOD ENDING | TOTAL HOURS | | WAGES | | | | TOTAL GROSS PAY | DEDUCTIONS | | | | | | TOTAL DEDUC-TIONS | NET PAY | Check Number |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | Regular | Overtime | Regular | Overtime | Cafeteria Deduct. | | | Social Security | Medicare Withhold. | Pretax Retire. | Federal Withhold. | State Withhold. | | | | |
| 1 | JULY | | | | | | | | | | | | | | | | |
| 2 | | | | | | | | | | | | | | | | | |
| 3 | | | | | | | | | | | | | | | | | |
| 4 | | | | | | | | | | | | | | | | | |
| 5 | | | | | | | | | | | | | | | | | |
| | TOTAL JULY | | | | | | | | | | | | | | | | |
| 1 | AUG. | | | | | | | | | | | | | | | | |
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| | TOTAL AUG. | | | | | | | | | | | | | | | | |
| 1 | SEPT. | | | | | | | | | | | | | | | | |
| 2 | | | | | | | | | | | | | | | | | |
| 3 | | | | | | | | | | | | | | | | | |
| 4 | | | | | | | | | | | | | | | | | |
| 5 | | | | | | | | | | | | | | | | | |
| | TOTAL SEPT. | | | | | | | | | | | | | | | | |
| | TOTAL 3RD QTR. | | | | | | | | | | | | | | | | |
| 1 | OCT. | | | | | | | | | | | | | | | | |
| 2 | | | | | | | | | | | | | | | | | |
| 3 | | | | | | | | | | | | | | | | | |
| 4 | | | | | | | | | | | | | | | | | |
| 5 | | | | | | | | | | | | | | | | | |
| | TOTAL APRIL | | | | | | | | | | | | | | | | |
| 1 | NOV. | | | | | | | | | | | | | | | | |
| 2 | | | | | | | | | | | | | | | | | |
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| 5 | | | | | | | | | | | | | | | | | |
| | TOTAL MAY | | | | | | | | | | | | | | | | |
| 1 | DEC. | | | | | | | | | | | | | | | | |
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| 4 | | | | | | | | | | | | | | | | | |
| 5 | | | | | | | | | | | | | | | | | |
| | TOTAL JUNE | | | | | | | | | | | | | | | | |
| | TOTAL 4TH QTR. | | | | | | | | | | | | | | | | |
| | YEAR TO DATE | | | | | | | | | | | | | | | | |