eXpress DATA SYSTEMS, INC.
Comprehensive Payroll Processing

3277 West Ridge Pike / Suite A101 / P.O. Box 957 Pottstown / PA 19464
(610) 495-3008 / Fax (610) 495-5756 / www.expressdatasys.com
e-mail: operations@expressdatasys.com

Payroll Attendance Entry Worksheet

(Please use TAB key to move from field to field (or use mouse), not the ENTER key.)

Submit form via fax, e-mail, or drop off at our office.

Company Name: **Check date:**

Pay period starting date: **Pay period ending date:**

***Please enter Y or N for column "Pay Salary?"**
Employee Types: H = hourly S = salary Pay Frequencies: W = weekly B = bi-weekly S = semi-monthly

Dept.	Emp.#	Name Social Sec#	Emp type	Pay freq	Pay sal?	Pay Hrs	Reg. hrs	Ovt. hrs	Splc. hrs	Hol. hrs	Sick hrs	Vac. vac	Wks ded/earn	Temp ded/earn	Temp

⊗If you choose to submit your form(s) as an e-mail attachment, please be aware that since e-mail is not secure, it is possible that another party could intercept your e-mail before we receive it. Therefore, we cannot guarantee confidentiality of your information if sent via e-mail.

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