

Payroll Attendance Entry Worksheet

Company Name: _____ Check Date: _____

Pay Period:

Start Date: _____ End Date: _____

EMPLOYEE INFORMATION

Department #: _____ Employee #: _____ Type: Hourly Salary

Name: _____ Pay Frequency: Weekly Bi-Weekly Semi-Monthly Monthly

	Reg. Hrs.	Ovt. Hrs.	Spec. Hrs.	Holiday Hrs.	Sick Hrs.	Vacation Hrs.	Personal Hrs.
Temp. Deductions/Earnings:	_____	_____	_____	_____	_____	_____	_____

Department #: _____ Employee #: _____ Type: Hourly Salary

Name: _____ Pay Frequency: Weekly Bi-Weekly Semi-Monthly Monthly

	Reg. Hrs.	Ovt. Hrs.	Spec. Hrs.	Holiday Hrs.	Sick Hrs.	Vacation Hrs.	Personal Hrs.
Temp. Deductions/Earnings:	_____	_____	_____	_____	_____	_____	_____

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