

Everything That Should be Included in a Payroll Record

Not sure what to include in your employee's payroll records?



GENERAL INFORMATION

- Full Name
- Social Security Number
- Complete Address
- Birth Date
- Sex
- Occupation
- Signed Offer Letter

TIME RELATED

- Work Schedule (Time & Date)
- Total Hours Worked Each Day
- Time & Attendance Records
- Total Hours Worked Each Workweek

PAY RELATED

- Rate of Pay
- Total Daily Earnings
- Total Overtime Earnings
- Additions to Wages (Bonus)
- Expense Reimbursement Forms
- Raise Records
- Payroll Advance Agreements
- Payroll Deductions (Benefits)
- W-4 Form
- Withholding Orders
- Pay Records
- Pay Dates
- Paid Time Off History
- Remaining Time Off hours
- Direct Deposit Authorization
- W-2 Form

Make and Share Free Checklists
checkli.com