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 From

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