

# 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

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