

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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