

# BI-WEEKLY PAYROLL REPORT

Pay Period # \_\_\_\_\_ FROM: \_\_\_\_\_, 20\_\_\_\_ TO: \_\_\_\_\_, 20\_\_\_\_

DEPARTMENT #: \_\_\_\_\_

**DATA CHANGES (Salary, Address, TD1 Info, New Employees)**

1.	
2.	
3.	

**PERMANENT/PERMANENT SEASONAL**

1.		5.	
2.		6.	
3.		7.	
4.		8.	

**TEMPORARY/PART-TIME**

	Name	Hourly Wage	Regular Hours	Overtime Hours	Stat Hours (not worked)	Stat OT Hours
1		\$				
2		\$				
3		\$				
4		\$				
5		\$				
6		\$				
7		\$				
8		\$				
9		\$				
10		\$				

\_\_\_\_\_  
Manager's Signature/Approval