

Individual Weekly Hourly Payroll Summary

Employee Name: _____ SSN: _____ Week of: _____

Base Hourly Rate: _____ / Hour

	MON	TUE	WED	THU	FRI	SAT	SUN	TOTAL
Assigned Team Number								
Cleaning Hours:Minutes	:	:	:	:	:	:	:	:
Cleaning Hours (decimals)	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs
Base Rate Wages	\$	\$	\$	\$	\$	\$	\$	\$
Auto Allowance	\$	\$	\$	\$	\$	\$	\$	\$
Other Paid Hours:Minutes	:	:	:	:	:	:	:	:
Other Hours (decimals)	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs
Other Hourly Wages	\$	\$	\$	\$	\$	\$	\$	\$

NOTES:

SAMPLE

Total Base Cleaning Hours _____ @ \$ _____ Hr \$ _____

Additional Hours Worked _____ @ \$ _____ Hr \$ _____

Auto Allowance @ \$ _____ " per mile / " per visit \$ _____

Other Compensation _____ \$ _____

Less _____ \$ _____

TOTAL GROSS PAY \$ _____

Less Deductions:

Federal Income Tax \$ _____

State Income Tax \$ _____

Social Security (FICA) \$ _____

Medicare \$ _____

TOTAL DEDUCTIONS \$ _____

TOTAL NET PAY THIS WEEK (Check # _____) \$ _____

*WE SIGN THE CHECK,
BUT YOUR CLIENTS MAKE IT POSSIBLE.*