

Monthly Payroll Record Form

This **monthly payroll record form sample** efficiently tracks employee hours, including regular and overtime work. It ensures accurate calculation of wages and compliance with labor regulations. Perfect for businesses aiming to streamline payroll management and maintain detailed records.

Month: _____
Department: _____
Prepared by: _____

Employee Name	Position	Working Days		Hours Worked		Overtime Hours	Overtime Rate	Overtime Pay	Total Pay
		Present	Absent	Regular	Night Shift				
John Doe	Technician	21	1	160	20	10	\$20/hr	\$200	\$2,000
Jane Smith	Operator	22	0	168	24	5	\$18/hr	\$90	\$1,900
Add more rows as needed									

Approved by: _____ Date: _____