

Payroll Form Sample for Hourly Employees

This **payroll form sample** for hourly employees is designed to accurately capture work hours and calculate wages efficiently. It includes sections for employee details, hours worked, overtime, and deductions to ensure precise payroll processing. Utilizing this form helps streamline payroll management and maintain compliance with labor regulations.

Employee Details

| | | |
|------------------|----------------|--|
| Employee Name | Employee ID | |
| Department | Position | |
| Pay Period Start | Pay Period End | |

Hours Worked & Overtime

| Date | Regular Hours | Overtime Hours | Total Hours |
|--------------|---------------|----------------|-------------|
| | | | |
| | | | |
| Total | | | |

Payroll Calculation

| | | |
|-------------|---------------|--|
| Hourly Rate | Overtime Rate | |
| Gross Pay | Deductions | |
| Net Pay | | |

Signatures

| | | |
|----------------------|------|--|
| Employee Signature | Date | |
| Supervisor Signature | Date | |

Note: Complete all relevant fields. Attach any supporting timesheets or documentation as required by payroll regulations.