

Weekly Payroll Record Form

This **printable weekly payroll record** form sample template simplifies employee wage tracking by providing a clear and organized layout. It ensures accurate documentation of hours worked, deductions, and net pay on a weekly basis. Ideal for small businesses and HR departments seeking efficiency and compliance.

Employee Details

Name:		Employee ID:	
Department:		Week Starting:	

Weekly Payroll Record

Date	Day	Hours Worked	Overtime Hours	Rate (\$)	Overtime Rate (\$)	Gross Pay (\$)	Deductions (\$)	Net Pay (\$)	Supervisor Initials

Weekly Summary

Total Hours	Total Overtime	Total Gross Pay (\$)	Total Deductions (\$)	Total Net Pay (\$)

Signatures

Employee Signature:		Date:	
Supervisor/Manager Signature:		Date:	

Notes: Fill out all fields accurately. Attach any supporting documents for deductions or overtime authorization if required.