

# EXAMPLE OF EMPLOYEE PAYSTUB

## Pay Statement

|                        |  |
|------------------------|--|
| Pay date:              |  |
| Pay period start date: |  |
| Pay period end date:   |  |

## EMPLOYER AND EMPLOYEE INFORMATION

|                   |  |
|-------------------|--|
| Employer Name:    |  |
| Address:          |  |
| Telephone Number: |  |

|                 |  |
|-----------------|--|
| Employee Name:  |  |
| Exempt? (Y/N) * |  |

\*Respond yes only if all work performed is exempt from federal and state overtime laws.

## EARNINGS (USE ALL THAT APPLY)

### Hourly or Salary Earnings

| Type             | Rate | Hours | Gross Earnings | YTD |
|------------------|------|-------|----------------|-----|
| Regular          |      |       |                |     |
| Overtime         |      |       |                |     |
| Other Hourly Pay |      |       |                |     |
| Salary           |      |       |                |     |

### Price Rate Earnings

| Basis/Unit of Pay (describe)                  | Rate | Units | Gross Earnings | YTD |
|-----------------------------------------------|------|-------|----------------|-----|
|                                               |      |       |                |     |
|                                               |      |       |                |     |
|                                               |      |       |                |     |
| Total hours worked at piece rates this period |      |       |                |     |

### Other Compensation

| Type                       | Gross Amount | YTD |
|----------------------------|--------------|-----|
| Bonus                      |              |     |
| Commission                 |              |     |
| Tips                       |              |     |
| FAMLI Contribution Pick up |              |     |
| Other                      |              |     |

### Total Gross Earnings

|             |  |
|-------------|--|
| This Period |  |
| YTD         |  |

## DEDUCTIONS AND LEAVE

### Deductions

| Purpose             | This Period | YTD |
|---------------------|-------------|-----|
| Federal Tax         |             |     |
| State Tax           |             |     |
| FICA                |             |     |
| Medicare            |             |     |
| Insurance (select)  |             |     |
| Retirement (select) |             |     |
| FAMLI               |             |     |
| Other (describe)    |             |     |
| Total Deductions    |             |     |

### Leave

| Balance at start of period | Hours used this period | Hours accrued this period | Balance at end of period |
|----------------------------|------------------------|---------------------------|--------------------------|
| Sick and Safe Leave        |                        |                           |                          |
| Annual Leave               |                        |                           |                          |
| Other (describe)           |                        |                           |                          |

## PAY

|                  | This Period | YTD |
|------------------|-------------|-----|
| Gross Earnings   |             |     |
| Total Deductions |             |     |
| Net Pay          |             |     |