

**Payroll Sample Client
Data Entry Worksheet**

Pay Description	Rate	Reg.Hrs.	O/T Hrs.	Amount	Deduction Desc.	Amount
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1	SMITH, JOHN				111-11-1111	
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01 - Funeral Home						
Salaried Wages	30,900.00				United Way	5.00000
					Sec 125 Plan	296.73000
					Cr Union	50.00000
					401-k	

2	DOE, JANE				222-22-2222	
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01 - Funeral Home						
Salaried Wages	30,760.00				United Way	5.00000
					Sec 125 Plan	271.58000
					Cr Union	100.00000
					401-k	

New Employee: _____

Department: _____

_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

New Employee: _____

Department: _____

_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

FOR OFFICE USE ONLY

Hash Totals:	Employee ID	Regular Hours	Overtime Hours	Double-time Hours
Grand Totals:	_____	_____	_____	_____