



## ONLINE TIMKEEPING

### SAMPLE REPORTS:

Sample "Payroll Summary"

This is signed and turned into Pink Payroll for Payroll

Payroll Summary			Sample Company 10/10/2009 through 10/23/2009
#	Name	Total Hrs	Category
1	Jones, Julia	11.25	Regular
		1.00	Private 60
2	Smith, James	9.50	Regular
		2.00	Private 60
3	Johnson, Sue	12.00	Regular
4	Brown, Gary	40.00	Regular
		52.25	Overtime
		3.00	Adult Fitness
		7.00	Birthday
5	Green, Jackie	19.75	Regular
6	Lee, Kathy	9.00	Regular
7	Marshall, Thomas	40.00	Regular
		15.50	Overtime
		3.00	Private 60
8	Duncan, Candace	23.50	Regular
Totals		248.75	

Category	Total Hours
Regular	165.00
Overtime	67.75
Adult Fitness	3.00
Birthday	7.00
Private 60	6.00
TOTALS	248.75

I HAVE REVIEWED THIS SUMMARY REPORT AND THE RECORDS FROM WHICH IT WAS CREATED, AND HAVE VERIFIED AND DO CERTIFY THAT THE DATA AND CALCULATIONS CONTAINED WITHIN THIS REPORT ARE COMPLETE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

SIGNATURE X \_\_\_\_\_

YOUR NAME \_\_\_\_\_

TODAY'S DATE: Wednesday, November 04, 2009

YOUR TITLE \_\_\_\_\_