



Employee (*=ins. Deduction)	Salary	Reg. Hours	Over Time	Vac. Hours	Sick Hours	Holliday Hours	Comm. Bonus	Total Hours
Column Total:								

**Glossary**

- Salary: Annual salaried employee check mark if being paid
- Reg. Hours: regular hours earned by an employee.
- Over Time: hours earned over and above regular hours.
- Vac. Hours: any vacation time taken by employee.
- Sick Hours: time employee is off sick and receives pay.
- Holiday Hours: time employee is off but receives pay.
- Comm./Bonus: any commission or bonus given your employee write in an amount.
- Total Hours: Total only hours for employees.
- Column Total: total all the columns down.
- Hours: should be in 1/4 hour increments and put in by decimal - example .25 or .50 or .75

I hereby certify that the hours/commission/bonus above are true and correct:

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