

## **PAYROLL VOUCHER**

| EMPLOYEE NAME                    |      |            |     |          |     |      |     |          | EMPLOYEE<br>NUMBER |           | PAY PERIOD |           |     |        |     |           |                  |
|----------------------------------|------|------------|-----|----------|-----|------|-----|----------|--------------------|-----------|------------|-----------|-----|--------|-----|-----------|------------------|
|                                  |      |            |     |          |     |      |     |          |                    |           | NO.        | BEGINNING |     | ENDING |     | YEAR      | DEPT             |
|                                  |      |            |     |          |     |      |     |          |                    |           |            |           |     |        |     |           |                  |
| (ENTER DAYS OF WEEK IN THIS ROW) |      |            |     |          |     |      |     |          |                    |           |            |           |     |        |     |           |                  |
|                                  | FUND |            |     |          | WED | THU  | P   | AY LEAVE | AND H              | AND HOURS |            |           |     |        |     | NUMBER OF | FINANCE USE ONLY |
|                                  | TOND | SUN        | MON | TUE      |     |      | FRI | SAT      | SUN                | MON       | TUE        | WED       | THU | FRI    | SAT | HOURS     | SUB-TOTAL        |
| REGULAR HOURS<br>WORKED          |      |            |     |          |     |      |     |          |                    |           |            |           |     |        |     |           |                  |
| REGULAR HOURS<br>WORKED          |      |            |     |          |     |      |     |          |                    |           |            |           |     |        |     |           |                  |
| REGULAR HOURS<br>WORKED          |      |            |     |          |     |      |     |          |                    |           |            |           |     |        |     |           |                  |
| REGULAR HOURS<br>WORKED          |      |            |     |          |     |      |     |          |                    |           |            |           |     |        |     |           |                  |
| ANNUAL LEAVE                     |      |            |     |          |     |      |     |          |                    |           |            |           |     |        |     |           |                  |
| ANNUAL LEAVE                     |      |            |     |          |     |      |     |          |                    |           |            |           |     |        |     |           |                  |
| ANNUAL LEAVE                     |      |            |     |          |     |      |     |          |                    |           |            |           |     |        |     |           |                  |
| ANNUAL LEAVE                     |      |            |     |          |     |      |     |          |                    |           |            |           |     |        |     |           |                  |
| SICK LEAVE                       |      |            |     |          |     |      |     |          |                    |           |            |           |     |        |     |           |                  |
| SICK LEAVE                       |      |            |     |          |     |      |     |          |                    |           |            |           |     |        |     |           |                  |
| SICK LEAVE                       |      |            |     |          |     |      |     |          |                    |           |            |           |     |        |     |           |                  |
| SICK LEAVE                       |      |            |     |          |     |      |     |          |                    |           |            |           |     |        |     |           |                  |
| HOLIDAY WORKED                   |      |            |     |          |     |      |     |          |                    |           |            |           |     |        |     |           |                  |
| NIGHT DIFFERENTIAL               |      |            |     |          |     |      |     |          |                    |           |            |           |     |        |     |           |                  |
| SUNDAY PAY                       |      |            |     |          |     |      |     |          |                    |           |            |           |     |        |     |           |                  |
| OVERTIME PAY                     |      |            |     |          |     |      |     |          |                    |           |            |           |     |        |     |           |                  |
| FIRE TIME & HAZARD               |      |            |     |          |     |      |     |          |                    |           |            |           |     |        |     |           |                  |
| HOLIDAY LEAVE                    |      |            |     |          |     |      |     |          |                    |           |            |           |     |        |     |           |                  |
| ADMINISTRATIVE<br>LEAVE          |      |            |     |          |     |      |     |          |                    |           |            |           |     |        |     |           |                  |
| EMERGENCY LEAVE                  |      |            |     |          |     |      |     |          |                    |           |            |           |     |        |     |           |                  |
| LWOP                             |      |            |     |          |     |      |     |          |                    |           |            |           |     |        |     |           |                  |
| DONATED LEAVE                    |      |            |     |          |     |      |     |          |                    |           |            |           |     |        |     |           |                  |
| WORKMAN<br>COMPENSATION          |      |            |     |          |     |      |     |          |                    |           |            |           |     |        |     |           |                  |
|                                  |      |            |     |          |     |      |     |          |                    |           |            |           |     |        |     |           |                  |
|                                  |      |            |     |          |     |      |     |          |                    |           |            |           |     |        |     |           |                  |
|                                  |      |            |     |          |     |      |     |          |                    |           |            |           |     |        |     |           |                  |
|                                  |      |            |     | 1        |     |      |     |          |                    |           |            |           |     |        |     |           |                  |
|                                  |      |            |     |          |     |      |     |          |                    |           |            |           |     |        |     |           |                  |
| Daily Sub-Total                  |      |            |     |          |     |      |     |          |                    |           |            |           |     |        |     |           |                  |
|                                  |      |            |     |          |     |      |     |          |                    | ·         |            | •         |     | TOT    | AL  |           |                  |
|                                  |      |            |     |          |     |      |     |          |                    |           |            |           |     |        |     |           |                  |
|                                  |      | LEAVE      |     |          |     | TIM  |     |          | EKEEPER'S BALANCE  |           |            |           |     |        |     |           |                  |
|                                  |      | ANNUAL LV. |     | SICK LV. |     | LWOP |     | AWOL     |                    | ADMIN LV. |            | EMPLOYEE  |     |        |     |           |                  |
| FORWARD BAL.                     |      |            |     |          |     |      |     |          |                    |           |            |           |     |        |     |           |                  |
| EARNED                           |      |            |     |          |     |      |     |          |                    |           |            |           |     |        |     |           |                  |
| USED                             |      |            |     |          |     |      |     |          |                    |           | SUPERVISOR |           |     |        |     |           |                  |
| NEW BALANCE                      |      |            |     |          |     |      |     |          |                    |           |            | ]         |     |        |     |           |                  |