[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Payroll Summary

Pay period: ***[Pay period]***

Employer: **[Company name]**

Pay date: **[Pay date]**

Prepared by: **[Prepared by name]**

Approved by: **[Approved by name]**

Employee	Employee ID	Job title	Gross pay	Deductions	Net pay
[Employee name]	**[Employee ID]**	**[Job title]**	**[Gross pay]**	**[Total deductions]**	**[Net pay]**
[Employee name]	**[Employee ID]**	**[Job title]**	**[Gross pay]**	**[Total deductions]**	**[Net pay]**
[Employee name]	**[Employee ID]**	**[Job title]**	**[Gross pay]**	**[Total deductions]**	**[Net pay]**
[Employee name]	**[Employee ID]**	**[Job title]**	**[Gross pay]**	**[Total deductions]**	**[Net pay]**
[Employee name]	**[Employee ID]**	**[Job title]**	**[Gross pay]**	**[Total deductions]**	**[Net pay]**
Totals			**[Total gross pay]**	**[Total deductions]**	**[Total net pay]**

Keep this summary with the payroll records for ***[Pay period]****.*