

# Pay Statement

Employee Name: \_\_\_\_\_ Employee ID: \_\_\_\_\_  
Pay Period: \_\_\_\_\_ Pay Date: \_\_\_\_\_  
Department: \_\_\_\_\_ Position: \_\_\_\_\_

## Earnings

Description	Hours	Rate	Amount
Basic Salary	_____	_____	_____
Overtime	_____	_____	_____
Allowance	_____	_____	_____
Other	_____	_____	_____
Total Earnings			_____

## Deductions

Description	Amount
Tax	_____
Social Security	_____
Insurance	_____
Other	_____
Total Deductions	_____

## Summary

Net Pay \_\_\_\_\_  
Year to Date Earnings \_\_\_\_\_  
**Year to Date Deductions** \_\_\_\_\_