

Payroll Source Document Samples

1. TIME AND ATTENDANCE SHEET

EMPLOYEE TIMESHEET									
Name: <u>Iffat Massa</u>		Year To Date Totals							
Department: <u>Sales</u>		Regular Hours		160		Overtime Hours		4	
Pay Period: <u>Jan-10</u>		Total		164					
JANUARY	Week 1	Overtime	Week 2	Overtime	Week 3	Overtime	Week 4	Overtime	
Monday	8		8		8		8		8
Tuesday	8	1	8		8		8		8
Wednesday	8		8		8	1	8		8
Thursday	8		8		8		8		8
Friday	8		8		8	2	8		8
Saturday									
Sunday									
Total Weekly Hours	40	1	40	0	40	3	40	0	
Total Regular Hours	160		Total Overtime Hours		4				
<i>Iffat Massa</i> Employee Signature					<i>Beth Sofea</i> Manager Signature				

2. TIME AND ATTENDANCE POLICY

V.G. Vegetable Cooperative Policy Manual	
Section 3.2 Attendance	
Employees are expected to work full 40 hour weeks and overtime when necessary. Normal operating hours are from 8am to 5pm. Employees arriving late more than two times in one month will meet with the manager to consider disciplinary action. No employee should leave the premise during working hours. Employees will be provided one half hour lunch and two paid fifteen minute breaks.	
Section 3.3 Safety	
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3. MASTER PAYROLL

V.G. Vegetable Cooperative Payroll January 2010										
Employee Name	Hours	Gross Pay			Withholding Deductions				Net Pay	
		Straight Time	Overtime	Total	State Tax	Federal Tax	Pension Fund	Total	Amount	Check
Mark Ceta	160	300.00		300.00	30.00	45.00	3.00	78.00	222.00	2114
Gladys Kaban	160	450.00		450.00	45.00	67.50	4.50	117.00	333.00	2115
Mohammed Kanewa	172	500.00	80.00	580.00	58.00	87.00	5.80	150.80	429.20	2116
Iffat Massa	164	500.00	30.00	530.00	53.00	79.50	5.30	137.80	392.20	2117
Beth Sofea	160	600.00		600.00	60.00	90.00	6.00	156.00	444.00	2118
TOTAL		2,350.00	110.00	2,460.00	246.00	369.00	24.60	639.60	1,820.40	

4. CHECK

V.G. Vegetable Cooperative 100 Clare Street Pemba Island, Tanzania	2117
Date <u>7-Feb-10</u>	
Pay to the Order of <u>Iffat Massa</u>	\$ <u>392.20</u>
<u>Three hundred ninety and 20/100</u>	
Standard Charter Bank Box 2000 Pemba Island, Tanzania	
For <u>January 2010 Payroll</u>	<u>Beth Sofea</u>
I:122000691:235893	

5. PAYMENT RECEIPT

V.G. Vegetable Cooperative Payroll Receipt			
No. 1225			
Amount in Words:	Five hundred sixty-three and no/100	Amount:	392.20
Received by:	Iffat Massa		
Received for:	January 2010 Payroll		
Signature	<i>Iffat Massa</i>	Date:	7-Feb-10

6. GENERAL LEDGER

V.G. Vegetable Cooperative General Ledger				
Account: Sales Revenue No.: 410				
Date	Journal Reference	Debit	Credit	Credit Balance
Feb. 15	F.6		4,512.00	4,512.00
22	D.2		662.00	5,174.00
Account: Cost of Goods Sold No.: 511				
Date	Journal Reference	Debit	Credit	Debit Balance
Feb. 15	F.6	3,200.00		3,200.00
22	D.2	400.00		3,600.00
Account: Payroll No.: 704				
Date	Journal Reference	Debit	Credit	Debit Balance
Feb. 7	H.3	2,460.00		2,460.00