**PAYROLL SUMMARY**

For the period «period»

«description»

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Employee | Office/Department | Position | Rate | Daily Rate | Total Working Days | Total Days Worked | Total Days Absent | Total Hours Late | Total  Hours UT | Total Late Tolerance | Total Flexi-Time | Total Hours On-Break | Leave Charges | OT |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

I CERTIFY on my official oath that the above PAYROLL SUMMARY is correct and the services have been duly rendered and stated.

|  |  |
| --- | --- |
| Prepared by:  **«EMPLOYEE»**  HR-Staff | Certified Correct:  **«SIGNATORY»**  «POSITION» |