NWS
Quality Through Experience

Payroll Report

Pay Period: _____ to _____

Technician Name:_____

Date	Work Location	Invoice # one per line	Invoice $ Total	Hours Worked *		
				Arrival Time	**Departure Time**	**Hours worked**

Check in on Toolbox when you arrive at a store. Check out when you leave.

If you are training someone, make sure they fill out a payroll report with their hours and know how to turn that in.

Make sure to take breaks when you need them.

10 minutes every 4 hours

	Total Sales		Total Hrs Worked	
	Tech %	X		
	Total Wages			

Mileage

Date	Total Miles	Subtract 40 Miles
Total		
Miles X .40		

When finished adding mileage, enter a zero in the next total miles row in order to finish out the calculation.

*Hours Worked should only consist of actual working time plus 10 minutes every 4 hours of on the clock break time. Lunches and additional break times should not be included.

Expenses (Hotel, Food, etc.) With Receipts And Manager Approval:		
Type of Expense	**Date**	**Total**
Total		

FOR OFFICE USE ONLY DO NOT WRITE HERE	
TOTAL SALES	
TOTAL WAGES	
HOURLY WAGES	
EXPENSES	
MILEAGE	

Technician Notes to Main Office

Use 1 Report For The 2 Week Pay Period. Submit this form to Paycom on Friday, by Midnight.
Contact Levi Davis or Danielle Walker in The Payroll Department With Any Payroll Concerns.
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