**PAYROLL SUMMARY**

For the period «period»

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Employee | Office/Department | Position | Rate | BIR Status | Total Working Days | Total Days Worked | Total Days Absent | Total Hours Late | Total  Hours UT | Total Hours Break | OT  [Hrs/Day] | NP  [Hrs/Day] | RH  [Day] | SH  [Day] | RD  [Day] | RD/RH  [Day] | RD/SH  [Day] | Sun  [Day] |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
|  | Prepared by:  «preparedby»  «preparedby\_title» |