

CERTIFIED PAYROLL Set-Up Information

Company Name: _____

Project Name: _____

Project Number: _____

Project Address: _____

Project Start Date: _____

Project End Date: _____

Class/Job Code1: _____ Rate1: _____

Class/Job Code2: _____ Rate2: _____

Class/Job Code3: _____ Rate3: _____

Class/Job Code4: _____ Rate4: _____

Class/Job Code5: _____ Rate5: _____

Class/Job Code6: _____ Rate6: _____

(use more line if needed)

Time Sheet (sample)

Name	Timeframe					Submitted on
Employee name	Week of (start date - stop date)					(date)
	Day 1	Day 2	Day 3	Day 4	Day 5	
date:	_____	_____	_____	_____	_____	Totals
Class/Job Code1						
Class/Job Code2						
Class/Job Code3						
Class/Job Code4						
Total hrs						