Manual Payroll Register

For the Week Ended: _____

Employee Name	Employee ID	Position	Days Worked	Hours Worked	Hourly Rate	Gross Pay	Deductions	Net Pay	Signature
John Smith	001	Cashier	5	40	$15.00	$600.00	$90.00	$510.00	
Maria Perez	002	Cook	6	45	$14.00	$630.00	$95.00	$535.00	
Emily Chen	003	Server	4	32	$13.50	$432.00	$68.00	$364.00	

Important Notes:

- Record employee hours and pay rates accurately each pay period.
- Ensure deductions comply with tax and legal regulations.
- Obtain employee signatures to confirm receipt of wages.
- Maintain payroll registers for audit and reference purposes.
- Update the register format as business and compliance needs evolve.