

# Biweekly Payroll Register

**Pay Period:** 01/01/2024 - 01/14/2024  
**Department:** Sales

EMPLOYEE ID	NAME	POSITION	DAYS WORKED	REGULAR HOURS	OT HOURS	GROSS PAY	DEDUCTIONS	NET PAY	SIGNATURE
00125	Alicia Green	Sales Rep	10	80	5	2,125.00	345.00	1,780.00	
00308	Marcus Lee	Account Manager	9	72	0	2,300.00	410.00	1,890.00	
00472	Tara Brown	Sales Associate	10	80	2	1,880.00	295.00	1,585.00	
Totals						6,305.00	1,050.00	5,255.00	

- This register summarizes payroll data for each employee in a biweekly period.
- Net pay is calculated after all deductions (taxes, benefits, etc.).
- Employee signatures may be required to acknowledge pay receipt.
- Maintain accuracy and confidentiality of payroll records at all times.
- Verify all data before final submission to payroll processing.