

# Weekly Payroll Disbursement Sheet

Company Name: \_\_\_\_\_

Week Ending: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Department: \_\_\_\_\_

Prepared By: \_\_\_\_\_

| #      | Employee Name | Position   | Days Worked | Total Hours | Rate/Hour | Gross Pay | Deductions | Net Pay  | S |
|--------|---------------|------------|-------------|-------------|-----------|-----------|------------|----------|---|
| 1      | Jane Doe      | Accountant | 5           | 40          | 25.00     | 1,000.00  | 150.00     | 850.00   |   |
| 2      | John Smith    | Clerk      | 5           | 40          | 18.00     | 720.00    | 110.00     | 610.00   |   |
| 3      | Mary Johnson  | Technician | 4           | 32          | 22.00     | 704.00    | 105.00     | 599.00   |   |
| Totals |               |            |             |             |           | 2,424.00  | 365.00     | 2,059.00 |   |

Date \_\_\_\_\_

Authorized Signature \_\_\_\_\_

## Important Notes:

- Ensure all employee details and work hours are accurate before disbursement.
- All deductions should comply with legal and company policy requirements.
- Signatures are required to confirm receipt and approval.
- Retain this sheet for auditing and record-keeping purposes.