

# 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.