**BASIC PAY STUB TEMPLATE**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **EMPLOYER NAME** |   | **EMPLOYEE ID** |   | **ISSUE DATE** |   |
| **ADDRESS**  |   | **BUSINESS UNIT** |   | **CHECK NO.** |   |
|   | **PAY GROUP** |   | **PAY PD BEGIN** |   |
| **PHONE** |   | **BENEFITS DATE** |   | **PAY PD END** |   |
|   |   |   |  |  |   |   |
| **EMPLOYEE INFORMATION** |  | **TAX TYPE** | **ALLOWANCES** | **ADD'L AMOUNT** |
| **EMPLOYEE NAME** |   |  | **FEDERAL** |   |   |
| **ADDRESS** |   |  | **STATE** |   |   |
|   |  | **LOCAL** |   |   |
|  |  |  |  |  |  |  |
| **PAY DESCRIPTION** | **AMOUNT** |  | **DEDUCTIONS**NONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONO | **AMOUNT** |
| Regular |   |  | Federal Withholding |   |
| Overtime |   |  | Federal MED/EE |   |
| Holiday |   |  | Federal OASDI/EE |   |
| Personal Day |   |  | State Withholding |   |
| Vacation |   |  | Other |   |
| Sick Leave |   |  | Other |   |
| Family Leave of Absence (FMLA) |   |  | **TOTAL DEDUCTIONS** |  |
| Bonus |   |  |  |  |  |
| **TOTAL GROSS PAY** |  |  | **TOTAL NET PAY** |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **EMPLOYER NAME** |   | **EMPLOYEE ID** |   | **ISSUE DATE** |   |
| **ADDRESS**  |   | **BUSINESS UNIT** |   | **CHECK NO.** |   |
|   | **PAY GROUP** |   | **PAY PD BEGIN** |   |
| **PHONE** |   | **BENEFITS DATE** |   | **PAY PD END** |   |
|   |   |   |  |  |   |   |
| **EMPLOYEE INFORMATION** |  | **TAX TYPE** | **ALLOWANCES** | **ADD'L AMOUNT** |
| **EMPLOYEE NAME** |   |  | **FEDERAL** |   |   |
| **ADDRESS** |   |  | **STATE** |   |   |
|   |  | **LOCAL** |   |   |
|  |  |  |  |  |  |  |
| **PAY DESCRIPTION** | **AMOUNT** |  | **DEDUCTIONS**NONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONO | **AMOUNT** |
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| Personal Day |   |  | State Withholding |   |
| Vacation |   |  | Other |   |
| Sick Leave |   |  | Other |   |
| Family Leave of Absence (FMLA) |   |  | **TOTAL DEDUCTIONS** |  |
| Bonus |   |  |  |  |  |
| **TOTAL GROSS PAY** |  |  | **TOTAL NET PAY** |  |

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