**[](https://goo.gl/2oA9vA)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**  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO | | **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**  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO | | **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** | |  |

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| --- |
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