

Mainsheet Financial Solutions

Payroll Time Sheet

FAX TO: 888-822-3184; Email: payroll@main-sheet.com

Employer: \_\_\_\_\_ Date \_\_\_\_\_

Pay date: \_\_\_\_\_

Payroll Period From: \_\_\_\_\_ To: \_\_\_\_\_

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

<u>Employee</u>	<u>Reg. Hrs.</u>	<u>OT Hrs.</u>	<u>Salary</u>	<u>Bonus</u>	<u>Tips</u>
_____	_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____	\$ _____

Other Changes (attached additional page if necessary):

New Employees: [ ] Attach completed **Employee Action Form**

Please remember to fax or email your payroll in accordance with processing cutoffs to:

**Fax: 888-822-3184      Email: payroll@main-sheet.com**

Deadline/ Cutoff – noon on 4th business day preceding the pay date

**Please call if you believe you may not meet the submission deadline.**

Submission examples:

Your employees are paid by direct deposit on Friday - send your information to us by **noon on Monday.**

Additional charges may apply for payroll information received after your cutoff.

*If you have any questions, please call us as soon as possible at (843) 628-4170. Thank you.*