Payroll Register — Gross Pay

Hourly: regular hours × rate + OT hours × rate × 1.5 + double-time hours × rate × 2 + bonus. Salary: annual salary ÷ paychecks per year (52, 26, 24 or 12) + bonus. Before taxes and deductions.

Company _____ **Pay period** _____ **Pay date** _____

Employee	Hourly / Salary	Rate or annual salary	Regular hours	OT hours	Double time hrs	Bonus & other	Regular pay	OT & DT pay	Gross pay
Totals									

Federal overtime: hours over 40 in each workweek at 1.5× the regular rate. Keep payroll records at least 3 years (29 CFR 516.5).