

Non-NEMRC PAYROLL SYSTEM REPORT SAMPLE  
REFERENCE ONLY

EMPLOYEE STATUS 2020	EMPLOYEE TYPE	FIRST NAME	LAST NAME	POSITION/ JOB TITLE	DEPARTMENT / JOB Function	DATE OF HIRE	TERM DATE	PAY CYCLE	HOURS PER PAY CYCLE	HOURLY RATE	CONTRACT AMOUNT	GROSS PAY PRIOR YEAR	HOURS PRIOR YR (2019 or 2018-19)
Active	Stipend	Alice	Doe	Trustee	Board of Trustee	22-Dec-15	- -		1	0	0	0	1260
Term	PT	Jane	Doe	Utility Worker	Utility	17-Jun-19	15-Aug-20		52	40	18.4	0	2281.6
Active	Seasonal PT	Joe	Doe	Lineman	Utility	15-Jun-17	- -		26	16	44.09	0	9378.01
Active	Seasonal FT	John	Doe	Caretaker	DPW	05-Jun-19	- -		52	40	0	0	2800
Active	FT	Micheal	Doe	Wastewater Ma	Wastewater	21-May-19	- -		52	5	40	50,000	0
Active	FT	Besty	Doe	Village Treasure	Finance	01-Dec-15	- -		52	40	0	0	2186.74

This is a partial view of what your data should look like when saved. Please make sure to share your data in Excel or CSV format via the online survey - please do not upload as a pdf.