

SHEET RULES: ENTER DATA FOR ALL BLUE AREAS ON TOP

1. Enter the name of the Service Center. (Example: Greenup-21)

2. Enter the Pay Period Ending. (Example: 1/31/YEAR)

3. Enter the Pay Date. (Example: 2/10/YEAR)

MASSEY SERVICES INC.

PAYROLL RECAP

Service Center: **Greenup-21**

Pay Period Ending: **01/31/2011**
Pay Date: **02/10/2011**

General Manager Approval: _____

attach signed timesheets, if applicable

TEAM MEMBER	EMPLOYEE NUMBER	POSITION	HIRE DATE	HOURS(HOURLY TEAM MEMBERS ONLY)								SEMI-MONTHLY WAGE (DRAW-GUARANTEES)	TOTAL HOURS FOR 71 COMPLIANCE	Changes (new hire, terms-transfers provide dates)
				REGULAR HOURS	OVERTIME HOURS	VACATION HOURS	SICK HOURS	HOLIDAY HOURS	JURY HOURS	BEREAV HOURS				
Example, Team Member 3	123458	PESTTECH	1/1/2008									1,000.00	10TH PAYROLL ONLY	
Example, Team Member 4	123459	TERMTECH	6/8/2010									-		
Example, Team Member 5	123460	SALESP	12/15/2000									1,300.00		
Example, Team Member 1	123456	GENMGR	5/1/1999									-		
Example, Team Member 2	123457	LAWNSPEC	8/30/2001									950.00		

Ready | Instructions | Calendar | Lookup Table | Payroll Recap | Timesheet | Other Info | Paid Time Off | Lost Business Log | Sales Correction | Production Corrections Splits | Average: 22873.5 | Count: 61 | Min: 0 | Max: 40504 | Sum: 2744832 | 70%

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COLUMN RULES: ENTER DATA FOR ALL BLUE COLUMNS

1. **For Hourly Team Members ONLY**-Record hours in columns K through Q below their matching column titles.

2. **Total Hours for 7-I Compliance**-On the **10th payroll ONLY**, record all hours reported on production log for the entire month for **all technicians** (salary, hourly, and sales inspectors excluded from testing—**only technicians** are to be reported)

3. **Changes**-Enter any notes here including new hire dates, termination dates, transfer dates, etc. For termed employees, include "termed" and the last day of work.

PRINT THIS FORM ONCE COMPLETED FOR GENERAL MANAGER APPROVAL

General Manager Approval: _____

attach signed timesheets, if applicable

TEAM MEMBER	EMPLOYEE NUMBER	POSITION	HIRE DATE	HOURS(HOURLY TEAM MEMBERS ONLY)								SEMI-MONTHLY WAGE (DRAW GUARANTEES)	TOTAL HOURS FOR 7I COMPLIANCE 10TH PAYROLL ONLY	Changes (new hire, terms-transfers provide dates)
				REGULAR HOURS	OVERTIME HOURS	VACATION HOURS	SICK HOURS	HOLIDAY HOURS	JURY HOURS	BEREAVEMENT HOURS				
Example, Team Member 3	123458	PESTTECH	1/1/2008									1,000.00		
Example, Team Member 4	123459	TERMTECH	6/8/2010									-		
Example, Team Member 5	123460	SALESP	12/15/2000									1,300.00		
Example, Team Member 1	123459	GENMGR	5/1/1999									=		
Example, Team Member 2	123457	LAWNSPEC	8/30/2001									950.00		

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