Time Summary

COMPANY NAME	PAY PERIOD END DATE	PAY CHECK DATE

LAST NAME (alphabetical order)	REGULAR HOURS	OVER TIME HOURS	VACATION HOURS	HOLIDAY HOURS	BONUS PAY AMOUNT	A/R DEDUCT AMOUNT	VARIABLE

Instructions:

1. List all employees by **last name** in alphabetical order.
2. Enter all times in tenths. (30 1/2 hours must be entered as 30.50)
3. Fax the completed Time Summary to **(608) 371-9296** by Monday of pay week or complete and submit online at www.vanbookkeeping.com by Monday of pay week..

Van Bookkeeping
STEVEN J. VAN