

## EXAMPLE FOR IF HANDWRITTEN TIMESHEETS ARE BEING UTILIZED FOR YOUR ORGANIZATION TO TRACK TIME.

This example hits the following requirements:

1. Employee Name
2. Period Covered
3. Total Hours
4. Rate of Pay
5. Signed/Approved by Employee

<b>Employee Name:</b> John Doe		<b>Week Starting:</b> 11/15/2021				
<b>Manager Name:</b> Jane Doe						
Date	Day	Time Started	Time Stopped	Time Started	Time Stopped	Total Hours
11/15/2021	Monday	8:00 AM	11:00 AM	1:00 PM	5:00 PM	7:00
11/16/2021	Tuesday	8:30 AM	11:00 AM	1:30 PM	4:00 PM	5:00
11/17/2021	Wednesday	8:21 AM	11:00 AM	1:00 PM	4:30 PM	6:09
11/18/2021	Thursday	8:00 AM	10:45 AM	1:00 PM	7:00 PM	8:45
11/19/2021	Friday	8:00 AM	11:00 AM	1:00 PM	5:00 PM	7:00
11/20/2021	Saturday	8:00 AM	10:00 AM			2:00
11/21/2021	Sunday					0:00

  

<b>Employee Signature:</b> <i>John Doe</i>	<b>Total Hours</b> 35:54
<b>Manager Signature:</b> <i>Jane Doe</i>	<b>Rate Per Hour</b> \$18.00
	<b>Total Pay</b> 646.2

## EXAMPLE FOR IF PAYROLL SYSTEM IS BEING UTILIZED FOR YOUR ORGANIZATION TO TRACK TIME.

This example hits the following requirements:

1. Employee Name
2. Period Covered
3. Total Hours
4. Approved by Employee



### Approval Status

Company: **Creative Edge**

From: 7/1/2000

To: 7/31/2000

ID	Employee	Hours	Manger Status	Employee Status
382	Michael Carriker	160.0	<i>Approved by Mgr 8/5/2000</i>	<i>Approved by Employee 8/4/2000</i>
714	Cassandra White	140.5	<i>Approved by Mgr 8/5/2000</i>	<i>Approved by Employee 8/4/2000</i>
829	Ellen Bowen	132.0	<i>Approved by Mgr 8/5/2000</i>	<i>Approved by Employee 8/4/2000</i>
1755	Anthony Frank	156.0	<i>Approved by Mgr 8/5/2000</i>	<i>Approved by Employee 8/4/2000</i>
2530	Christopher Siegrist	155.0	<i>Approved by Mgr 8/5/2000</i>	<i>Approved by Employee 8/4/2000</i>
2882	Kang Hsia	143.0	<i>Approved by Mgr 8/5/2000</i>	<i>Approved by Employee 8/4/2000</i>
9749	Brian Reinier	160.0	<i>Approved by Mgr 8/5/2000</i>	<i>Approved by Employee 8/4/2000</i>
9983	Dwayne Richmond	139.0	<i>Approved by Mgr 8/5/2000</i>	<i>Approved by Employee 8/4/2000</i>

**Count: 8**

**EXAMPLE IF PAYROLL SYSTEM IS BEING UTILIZED TO CUT PAYROLL CHECKS, THEN THERE MAY BE A REPORT SIMILAR TO THIS THAT CAN USED AS PROOF OF PAYMENT.**

This example hits the following requirements:

- 1) Name of Employee
- 2) Date of Payment
- 3) Pay Period Covered
- 4) Amount of payment
- 5) Check/Deposit Data

<b>#ZM-DEMO Generic Company, Inc.</b>				<b>Check Reconciliation (S214)</b>	
				Check Date :	04/29/2016-1
				Period Range :	04/01/2016 TO 04/30/2016
				Week Number :	Week #18
<i>Employee ID Name</i>	<i>Check Type</i>	<i>Date</i>	<i>Check Number</i>	<i>Direct Deposit</i>	<i>Net Amount</i>
<b>Account #</b>					
7 Admin, Empresario	Regular	4/29/2016	5050		3,985.92
6 Manager, Test	Regular	4/29/2016	5051		3,041.97
11 Smith, John	Regular	4/29/2016	Direct Deposit	649.55	NET CHECK
9 Ski Bum, Mark	Regular	4/29/2016	Direct Deposit	773.31	NET CHECK
4 Scott, Brittaney	Regular	4/29/2016	Direct Deposit	1,292.90	NET CHECK
3 Johnson, Laura	Regular	4/29/2016	Direct Deposit	1,292.90	NET CHECK
1 Iglesias, Julio	Regular	4/29/2016	Direct Deposit	1,107.87	NET CHECK
2 Employee, Empleado	Regular	4/29/2016	Direct Deposit	1,026.02	NET CHECK
<b>Total for account :</b>				<b>6,142.55</b>	<b>7,027.89</b>
<b>Company Totals</b>					
Net Payroll Checks :				2	7,027.89
Net Direct Deposit :				6	6,142.55
Partial Direct Deposit :				0	0.00
Manual Checks :				0	0.00
Void checks :				0	0.00
3rd Party Checks :				0	0.00
Agency Checks :				0	0.00
Agency Checks DD :				0	0.00
Agency Checks Void :				0	0.00
Tax Deposit Checks :				0	0.00
Tax Deposit Checks Void :				0	0.00
Billing Checks :				0	0.00
<b>Total :</b>				<b>8 Items</b>	<b>13,170.44</b>

**EXAMPLE IF PAYROLL SYSTEM IS BEING UTILIZED TO CUT PAYROLL CHECKS, IF A PAYROLL REPORT AS EXAMPLED ABOVE IS NOT AVAILABLE THEN CAN USE CHECK STUB AS PROOF OF PAYMENT.**

This example hits the following requirements:

- 1) Name of Employee
- 2) Date of Payment
- 3) Pay Period Covered
- 4) Amount of payment
- 5) Check/Deposit Data

Sample Company Name, Sample Company Address, 95220				<b>EARNINGS STATEMENT</b>		
EMPLOYEE NAME	SOCIAL SEC.ID	EMPLOYEE ID	CHECK No.	PAY PERIOD	PAY DATE	
James Robert	XXX-XX-6565	454545	259248	01/23/14-01/29/14	01/31/14	
INCOME	RATE	HOURS	CURRENT TOTAL	DEDUCTIONS	CURRENT TOTAL	YEAR-TO-DATE
GROSS WAGES			1,000.00	FICA MED TAX	14.50	72.50
				FICA SS TAX	62.00	310.00
				FED TAX	159.50	797.48
				CA ST TAX	44.26	221.31
				SDI	10.00	50.00
<b>YTD GROSS</b>	<b>YTD DEDCTIONS</b>	<b>YTD NET PAY</b>	<b>TOTAL</b>	<b>DEDUCTIONS</b>	<b>NET PAY</b>	
5,000.00	1,451.28	3,548.72	1,000.00	290.26	709.74	

# PROOF OF PAYMENT EXAMPLE: IF CHECKS ARE BEING HANDWRITTEN FOR PAYROLL, CAN USE CHECK STUBS.

(Other options: Carbon Copy of Check/Canceled Check/Bank Statement reflecting the cleared check)

This example hits the following requirements:

- 1) Name of Employee
- 2) Date of Payment
- 3) Pay Period Covered
- 4) Amount of payment
- 5) Check Data

BALANCE FORWARD			
DATE <u>02/10/2000</u>	DEPOSITS		
TO <u>Jane Doe</u>			
FOR <u>Pay Period</u>	SUB-TOTAL		
<u>1/1/20-1/31/20</u>	THIS CHECK	<u>1,000.00</u>	
	OTHER TRANSACTION + OR -		
<input type="checkbox"/> TAX DEDUCTIBLE	BANK BALANCE		
<u>Check# 1001</u>			

  

BALANCE FORWARD			
DATE <u>02/10/2000</u>	DEPOSITS		
TO <u>John Doe</u>			
FOR <u>Pay period</u>	SUB-TOTAL		
<u>1/1/20-1/31/20</u>	THIS CHECK	<u>1,500.00</u>	
	OTHER TRANSACTION + OR -		
<input type="checkbox"/> TAX DEDUCTIBLE	BANK BALANCE		
<u>Check# 1002</u>			

  

BALANCE FORWARD			
DATE <u>02/10/2000</u>	DEPOSITS		
TO <u>Jacqueline Doe</u>			
FOR <u>Pay period</u>	SUB-TOTAL		
<u>1/1/20-1/31/20</u>	THIS CHECK	<u>1,230.00</u>	
	OTHER TRANSACTION + OR -		
<input type="checkbox"/> TAX DEDUCTIBLE	BANK BALANCE		
<u>Check# 1003</u>			

  

Check# 1001	
DATE <u>02/10/2000</u>	
PAY TO THE ORDER OF <u>Jane Doe</u>	\$ <u>1,000.00</u>
<u>One thousand and 00/100</u>	DOLLARS
MEMO <u>Payroll 1/1/20-1/31/20</u>	MP

  

Check# 1002	
DATE <u>02/10/2000</u>	
PAY TO THE ORDER OF <u>John Doe</u>	\$ <u>1,500.00</u>
<u>One thousand five hundred and 00/100</u>	DOLLARS
MEMO <u>Payroll 1/1/20-1/31/20</u>	MP

  

Check# 1003	
DATE <u>02/10/2000</u>	
PAY TO THE ORDER OF <u>Jacqueline Doe</u>	\$ <u>1,230.00</u>
<u>One thousand two hundred thirty and 00/100</u>	DOLLARS
MEMO <u>Payroll 1/1/20-1/31/20</u>	MP



# EXAMPLE IF PURCHASES & SERVICES EXPENSES BEING CLAIMED, ITEMIZED RECEIPT OR INVOICE FROM VENDOR AS SUPPORTING DOCUMENT.

\*PROOF OF PAYMENT (if not already indicated on receipt) OPTIONS ARE THE SAME AS FOR PAYROLL.

This example hits the following requirements:

- 1) Document clearly indicates the grant expense and amount of expense
- 2) Document clearly indicates the date of purchase/service

Combined Gas & Electric page 1

Account Number: 200012345678  
 DUE DATE August 4, 2018  
 TOTAL DUE \$165.64

Issued: July 15, 2018

JENNY PUGET  
 Serving: 12345 POWER AVE S, Bellevue

**Your Account Summary**

Previous Charges:  
 Amount of Your Last Bill (dated 6/13/2018) \$ 137.78  
 Payment received 7/3/2018 - Thank you! -137.78

Past Due Amount \$ 0.00

Current Charges:  
 Electric Charges \$ 103.95  
 Natural Gas Charges 61.69

**Total Current Charges \$ 165.64**

Total includes current and past due charges

Late Payments | A late payment fee of 1% per month will apply to past due charges, if any, and amounts unpaid more than 10 business days after the statement due date. Amounts will be considered delinquent if payment is not received on or before the due date.

**Monthly Energy Tip**  
 Save money and stay cool this summer. Add insulation to make your home more energy efficient throughout the year.

How to reach us  
 Email: customercare@pse.com  
 Customer Service: 1-888-225-5773 TTY: 1-800-962-9498  
 Hours: 7:30 a.m. - 6:30 p.m. M - F TRS: 1-866-831-5161  
 Puget Sound Energy, P.O. Box 91269, Bellevue, WA 98009  
 24 Hour Emergency and Outage line: 1-888-225-5773

00012 1 MB 0 A35  
 JENNY PUGET  
 12345 POWER AVE S  
 BELLEVUE WA 98004

060000070000 001 01 123456789102 000000033688 000000033688

Combined Gas & Electric page 2

Your bill includes charges for electricity and/or natural gas, delivery services, general administration and overhead, metering, taxes, conservation expenses and other items.

**Electric Detail Information: 12345 POWER AVE S, Bellevue**

Rate Schedule	Meter #	Start Date	End Date	Multiplier	Kilowatt Hours (kWh)	Electric Demand (kVA)	Reactive Power (kVAR)	Meter Read Type
Residential 7	R057260039	6/12	7/14	1	1,050	—	—	Actual Read

**Your Electric Charge Details (32 days)**

Rate x Unit	=	Charge	Definitions
1,050 kWh used for service 6/13/2018 - 7/14/2018			
Basic Charge	\$7.87 per month	\$ 7.87	Basic Charge — Covers the costs for meters, meter reading, billing and other costs that do not vary with energy use or the number of days covered by the bill.
Electricity			Multiplier — Converts the amount of electricity used as measured by your meter into kWh.
Tier 1 (First 600 kWh Used)	0.092103 600 kWh	55.26	kWh — Your use of electricity is billed in units called kilowatt hours. It is a unit of energy that equals 1,000 watts of electricity consumed in one hour.
Tier 2 (600 to 2000 kWh Used)	0.110925 450 kWh	49.92	Energy Exchange Credit — Federal Columbia River Benefits supplied by Bonneville Power Administration from low-cost power generated by federal hydroelectric dams.
Energy Exchange Credit	-0.015170 1,050 kWh	-15.93	Other Electric Charges and Credits — Includes the Conservation Program and Power Cost Adjustment (if any charges, and the Merger, Federal Wind Power, and Renewable Energy credits.
Other Electric Charges & Credits		0.67	
Green Power Purchase	2.000000 per block	4.00	
Subtotal		101.79	
Taxes			
State Utility Tax (\$4.03 included in above charges)	3.873%		
Effect of Bellevue City Tax	2.120% \$101.79	2.16	
Current Electric Charges		\$ 103.95	

**Natural Gas Detail Information: 12345 POWER AVE S, Bellevue**

Rate Schedule	Meter #	Start Date	End Date	CCF	Therm (Usage)	Meter Read Type
Residential 23	400553	6/12	7/14	44	48,809	Actual Read

**Your Natural Gas Charge Details (32 days)**

Rate x Unit	=	Charge	Definitions
46,809 therms used for service 6/13/2018 - 7/14/2018			
Basic Charge	\$10.29 per month	\$ 10.29	Basic Charge — Covers the costs for meters, meter reading, billing and other costs that do not vary with energy use or the number of days covered by the bill.
Natural Gas			CCF — Your meter measures the volume of natural gas used in hundreds of cubic feet.
Delivery Charge	0.404720 46,8094 Therms	18.94	Btu Factor — Converts your CCF energy usage into therms by adjusting it for actual heat content. Btu stands for British Thermal Unit.
Gas Cost	0.571500 46,8094 Therms	26.76	Therm — Your use of natural gas is billed in units called therms. It is a unit of heat that equals 100,000 Btu.
Other Natural Gas Charges & Credits		0.42	Other Natural Gas Charges and Credits — Includes the Conservation Program charge and the Merger credit.
Carbon Offset	4.000000 per block	4.00	
Subtotal		60.41	
Taxes			
State Utility Tax (\$2.38 included in above charges)	3.852%		
Effect of Bellevue City Tax	2.120% \$60.41	1.28	
Current Natural Gas Charges		\$ 61.69	

**Emergency or Power Outage**  
 Dial 1-888-225-5773

To report a natural gas or electric emergency or a power outage, 24 hours a day, call 1-888-225-5773

Para informar sobre emergencias eléctricas, de gas o apagones 24 horas al día, llame al 1-888-225-5773

若欲報告天然氣或電氣突發事件，或停電事故，每天 24 小時均可致電 1-888-225-5773

Чтобы сообщить об аварии, связанной с природным газом или электроэнергией, или о перерыве в подаче электроэнергии, звоните в любое время суток по номеру 1-888-225-5773

We can translate for other languages. Call 1-888-225-5773.

Keeping our word.  
 You will receive a \$50 credit on your PSE bill if we do not keep a set appointment to install new or reconnect existing service or inspect natural gas equipment. Exceptions apply during major storms or significant events beyond our control.

You deserve excellent service.  
 Every day we aim to give you clear, understandable answers to your questions about bills, credits, deposits and your energy service. If you have a complaint or dispute with your bill or service, please call us at 1-888-225-5773. If you are not satisfied with the response, ask to speak with a supervisor. If you are still not satisfied, you may contact the Consumer Affairs section of the Utilities and Transportation Commission at 1-888-333-WUTC (8882) or complete an online complaint form at www.utc.wa.gov.

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 MANAGER SCOTT HUGHES  
 9400 E HAMPDEN AVE  
 DENVER CO 80231

ST# 3566 OP# 00005531 TE# 12 TR# 04101  
 CARV BD TKY 004470003330 F 3.98 0  
 GG HC VALLEY 002000047481 F 1.98 0  
 GG HC VALLEY 002000047481 F 1.98 0  
 KOSHER SLICE 004470009219 F 2.98 0  
 TR F S PM 004850002151 F 3.00 0  
 REDUCED MEAT 020253000468 F 4.68 0  
 APPLE HONEY 00000003283KI 5.00 N  
 1.44 lb @ 1 lb /3.47  
 NAVAL ORANGE 00000003107KI 4.68 N  
 6 AT 1 FOR 0.78  
 BANANAS 00000004011KI 0.85 N  
 1.60 lb @ 1 lb /0.53  
 HWZ RECD SGR 00130000799 F 2.48 N  
 SUBTOTAL 31.61  
 TOTAL 31.61  
 VISA TEND 31.61

ACCOUNT # \*\*\*\* \* 3843 5  
 APPROVAL # 00402A  
 REF # 408500855008  
 TRANS ID - 0584085703607950  
 VALIDATION - HW7P  
 PAYMENT SERVICE - E  
 TERMINAL # MX099073

03/26/14 13:32:40  
 CHANGE DUE 0.00

# ITEMS SOLD 15

TC# 6120 6896 8063 0633 4261

Our Guaranteed Low Prices  
 Are Unbeatable with Ad Match!  
 03/26/14 13:32:40

\*\*\*CUSTOMER COPY\*\*\*