

SAMPLE PAYROLL RECORD - FARM LABOR

(Note: This is a sample only. The Department of Labor does not furnish these forms)

Payroll record
Week ending: _____

1. * NAME AND ADDRESS OF EACH WORKER	2. SOCIAL SECURITY NUMBER	3. Show hours worked for all employees. In addition - show units produced for piece rate employees								4. RATE OF PAY		5. CASH WAGES EARNED	6. Allowances (If claimed as part of minimum wage)	7. Total Wages	8. Social Security	9. 10. Deductions		11. NET WAGES PAID	
			S	M	T	W	T	F	S	TOTAL	Hourly Rate					Piece Rate			
			Hrs. Units																

- Column 4 - Rate of Pay - enter hourly rate, if employee is paid on hourly basis. If paid on other than hourly or piece basis, indicate such basis.
For piece worker, enter the amount paid per unit and units used - example 50 cents per bushel.
- Column 5 - The total wages earned at rates shown in column #4.
- Column 6 - The amount claimed as credit for meals and other allowances in the wage orders.
- Column 7 - Total of cash wages and allowances. This figure, when divided by hours worked, must equal or exceed the current hourly minimum wage.
- Column 8 - Social Security Deduction
- Column 9 -10 - Deductions permitted by law.
- Column 11 - Actual cash paid to employee.

- * Additional information required for employees:
 - 1) Date of birth for individuals employed at youth rate.
 - 2) A record of date of birth of the minor and the name of the parent or guardian for every minor under 17 years of age, employed as a hand-harvest worker on the same farm as his parent or guardian and who is paid on a piece-rate basis at the same piece rate as employees 17 years of age or over.
 - 3) For minors under 16 years of age, the farm work permit number issued to such employee.
 - 4) Copy of applicable employee work agreement.