BUDGETING and DEDUCTIONS HELP FORM

Pay Period Dates_____ **Pay Day**_____ (See Pay Schedule for Dates)

Position #1_____

Hours Worked _____	X Rate $_____	X .75 (tax)*	$_____ (a)

Position #2_____

Hours Worked _____	X Rate $_____	X .75 (tax)*	$_____ (b)

Housing

# Days in Housing _____	X Rate $_____	(c)

Cafeteria

Date_____	$_____	Date_____	$_____
Date_____	$_____	Date_____	$_____
Date_____	$_____	Date_____	$_____
Date_____	$_____	Date_____	$_____
Date_____	$_____	Date_____	$_____
Date_____	$_____	Date_____	$_____
Date_____	$_____	Date_____	$_____
Date_____	$_____	Date_____	$_____
Date_____	$_____	Date_____	$_____
Date_____	$_____	Date_____	$_____
Date_____	$_____	Date_____	$_____
Date_____	$_____	Date_____	$_____
Date_____	$_____	Date_____	$_____
Date_____	$_____	Date_____	$_____
Date_____	$_____	Date_____	$_____
Date_____	$_____	Date_____	$_____
Date_____	$_____	Date_____	$_____
Date_____	$_____	Date_____	$_____
Date_____	$_____	Date_____	$_____
Date_____	$_____	Date_____	$_____
Date_____	$_____	Date_____	$_____
Date_____	$_____	Date_____	$_____
Date_____	$_____	Date_____	$_____
Date_____	$_____	Date_____	$_____

Total $_____ (d)

Other Charges

_____	$_____
_____	$_____

Total $_____ (e)

Total Wages		$_____ (a + b)
Total Housing	minus	$_____ (c)
Total Cafeteria	minus	$_____ (d)
Total Other	minus	$_____ (e)
Estimated Pay Check	equals	$_____

* Tax Rate Approximate

More Forms Can Be Found on Website and in HR