DHS

REPORTING OF HOURLY PAYROLL

FOR PAYPERIOD _____ THRU _____

NAME	Empl Id#	HOURS TO PAY

Hours Reported By: _____

Name

_____

Division/Office

_____

Locator Number

***This report is due two (2) days after the ending of each pay period.**
***All hourly paid employees are paid on a one <u>full</u> pay period lag.**

For any questions regarding hourly payroll, please contact your appropriate personnel representative in OHRMD, Operations & Benefits Section.