

PAYROLL BUDGET WORKSHEET

For January 2020

Store _____

Not all days in the month will be included in this worksheet. It can include the previous month's days or the following month's days. There is no way to avoid this since the beginning Monday of every month is not the first of the month.

		PAYROLL HOURS			TOTAL ADJUSTED NEW BUSINESS			PICK UPS	
WEEK / DATES		Budget	Actual	%	LY (\$)	TY (\$)	%	LY	TY
WEEK 1	12/29/19 - 1/4/20								
WEEK 2	1/5/20 - 1/11/20								
WEEK 3	1/12/20 - 1/18/20								
WEEK 4	1/19/20 - 1/25/20								
WEEK 5									
TOTALS									

(Figures must be obtained from the Weekly Recap and Manager's Weekly Payroll Sheet)

COMMENTS:

YEAR TO DATE

PAYROLL HOURS			TOTAL ADJUSTED NEW BUSINESS		
Budget	Actual	% (+/-)	LY (\$)	TY (\$)	% (+/-)

Authorized Signature _____

PAYROLL BUDGET WORKSHEET

For February 2020

Store _____

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		PAYROLL HOURS			TOTAL ADJUSTED NEW BUSINESS			PICK UPS		
WEEK / DATES		Budget	Actual	%	LY (\$)	TY (\$)	%	LY	TY	Diff (+/-)
WEEK 1	1/26/20 - 2/1/20									
WEEK 2	2/2/20 - 2/8/20									
WEEK 3	2/9/20 - 2/15/20									
WEEK 4	2/16/20 - 2/22/20									
WEEK 5	2/23/20 - 2/29/20									
TOTALS										

(Figures must be obtained from the Weekly Recap and Manager's Weekly Payroll Sheet)

COMMENTS:

YEAR TO DATE

PAYROLL HOURS			TOTAL ADJUSTED NEW BUSINESS		
Budget	Actual	% (+/-)	LY (\$)	TY (\$)	% (+/-)

Authorized Signature _____

PAYROLL BUDGET WORKSHEET

For March 2020

Store _____

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		PAYROLL HOURS			TOTAL ADJUSTED NEW BUSINESS			PICK UPS		
WEEK / DATES		Budget	Actual	%	LY (\$)	TY (\$)	%	LY	TY	Diff (+/-)
WEEK 1	3/1/20 - 3/7/20									
WEEK 2	3/8/20 - 3/14/20									
WEEK 3	3/15/20 - 3/21/20									
WEEK 4	3/22/20 - 3/28/20									
WEEK 5										
TOTALS										

(Figures must be obtained from the Weekly Recap and Manager's Weekly Payroll Sheet)

COMMENTS:

YEAR TO DATE

PAYROLL HOURS			TOTAL ADJUSTED NEW BUSINESS		
Budget	Actual	% (+/-)	LY (\$)	TY (\$)	% (+/-)

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PAYROLL BUDGET WORKSHEET

For April 2020

Store _____

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		PAYROLL HOURS			TOTAL ADJUSTED NEW BUSINESS			PICK UPS		
WEEK / DATES		Budget	Actual	%	LY (\$)	TY (\$)	%	LY	TY	Diff (+/-)
WEEK 1	3/29/20 - 4/4/20									
WEEK 2	4/5/20 - 4/11/20									
WEEK 3	4/12/20 - 4/18/20									
WEEK 4	4/19/20 - 4/25/20									
WEEK 5										
TOTALS										

(Figures must be obtained from the Weekly Recap and Manager's Weekly Payroll Sheet)

COMMENTS:

YEAR TO DATE

PAYROLL HOURS			TOTAL ADJUSTED NEW BUSINESS		
Budget	Actual	% (+/-)	LY (\$)	TY (\$)	% (+/-)

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PAYROLL BUDGET WORKSHEET

For May 2020

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		PAYROLL HOURS			TOTAL ADJUSTED NEW BUSINESS			PICK UPS		
WEEK / DATES		Budget	Actual	%	LY (\$)	TY (\$)	%	LY	TY	Diff (+/-)
WEEK 1	4/26/20 - 5/2/20									
WEEK 2	5/3/20 - 5/9/20									
WEEK 3	5/10/20 - 5/16/20									
WEEK 4	5/17/20 - 5/23/20									
WEEK 5	5/24/20 - 5/30/20									
TOTALS										

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COMMENTS:

YEAR TO DATE

PAYROLL HOURS			TOTAL ADJUSTED NEW BUSINESS		
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PAYROLL BUDGET WORKSHEET

For June 2020

Store _____

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		PAYROLL HOURS			TOTAL ADJUSTED NEW BUSINESS			PICK UPS		
WEEK / DATES		Budget	Actual	%	LY (\$)	TY (\$)	%	LY	TY	Diff (+/-)
WEEK 1	5/31/20/ - 6/6/20									
WEEK 2	6/7/20 - 6/13/20									
WEEK 3	6/14/20 - 6/20/20									
WEEK 4	6/21/20 - 6/27/20									
WEEK 5										
TOTALS										

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COMMENTS:

YEAR TO DATE

PAYROLL HOURS			TOTAL ADJUSTED NEW BUSINESS		
Budget	Actual	% (+/-)	LY (\$)	TY (\$)	% (+/-)

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For July 2020

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		PAYROLL HOURS			TOTAL ADJUSTED NEW BUSINESS			PICK UPS		
WEEK / DATES		Budget	Actual	%	LY (\$)	TY (\$)	%	LY	TY	Diff (+/-)
WEEK 1	6/28/20 - 7/4/20									
WEEK 2	7/5/20 - 7/11/20									
WEEK 3	7/12/20 - 7/18/20									
WEEK 4	7/19/20 - 7/25/20									
WEEK 5										
TOTALS										

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COMMENTS:

YEAR TO DATE

PAYROLL HOURS			TOTAL ADJUSTED NEW BUSINESS		
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PAYROLL BUDGET WORKSHEET

For August 2020

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		PAYROLL HOURS			TOTAL ADJUSTED NEW BUSINESS			PICK UPS		
WEEK / DATES		Budget	Actual	%	LY (\$)	TY (\$)	%	LY	TY	Diff (+/-)
WEEK 1	7/26/20 - 8/1/20									
WEEK 2	8/2/20 - 8/8/20									
WEEK 3	8/9/20 - 8/15/20									
WEEK 4	8/16/20 - 8/22/20									
WEEK 5	8/23/20 - 8/29/20									
TOTALS										

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YEAR TO DATE

PAYROLL HOURS			TOTAL ADJUSTED NEW BUSINESS		
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For September 2020

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WEEK / DATES		Budget	Actual	%	LY (\$)	TY (\$)	%	LY	TY	Diff (+/-)
WEEK 1	8/30/20 - 9/5/20									
WEEK 2	9/6/20 - 9/12/20									
WEEK 3	9/13/20 - 9/19/20									
WEEK 4	9/20/20 - 9/26/20									
WEEK 5										
TOTALS										

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YEAR TO DATE

PAYROLL HOURS			TOTAL ADJUSTED NEW BUSINESS		
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For October 2020

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WEEK / DATES		Budget	Actual	%	LY (\$)	TY (\$)	%	LY	TY
WEEK 1	9/27/20 - 10/3/20								
WEEK 2	10/4/20 - 10/10/20								
WEEK 3	10/11/20 - 10/17/20								
WEEK 4	10/18/20 - 10/24/20								
WEEK 5	10/25/20 - 10/31/20								
TOTALS									

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YEAR TO DATE

PAYROLL HOURS			TOTAL ADJUSTED NEW BUSINESS		
Budget	Actual	% (+/-)	LY (\$)	TY (\$)	% (+/-)

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For November 2020

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WEEK / DATES		Budget	Actual	%	LY (\$)	TY (\$)	%	LY	TY	Diff (+/-)
WEEK 1	11/1/20 - 11/7/20									
WEEK 2	11/8/20 - 11/14/20									
WEEK 3	11/15/20 - 11/21/20									
WEEK 4	11/22/20 - 11/28/20									
WEEK 5										
TOTALS										

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COMMENTS:

YEAR TO DATE

PAYROLL HOURS			TOTAL ADJUSTED NEW BUSINESS		
Budget	Actual	% (+/-)	LY (\$)	TY (\$)	% (+/-)

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For December 2020

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		PAYROLL HOURS			TOTAL ADJUSTED NEW BUSINESS			PICK UPS		
WEEK / DATES		Budget	Actual	%	LY (\$)	TY (\$)	%	LY	TY	Diff (+/-)
WEEK 1	11/29/20 - 12/5/20									
WEEK 2	12/6/20 - 12/12/20									
WEEK 3	12/13/20 - 12/19/20									
WEEK 4	12/20/20-12/26/20									
WEEK 5										
TOTALS										

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COMMENTS:

YEAR TO DATE

PAYROLL HOURS			TOTAL ADJUSTED NEW BUSINESS		
Budget	Actual	% (+/-)	LY (\$)	TY (\$)	% (+/-)

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