

Sales Manager Region Payroll Recap

Region:

W/E

Hours:

TUXEDO JUNCTION

Store	Budget	Schedule	Actual	+/-	REASONS: (Why Over or Below PLUS Vacation, Personal Hours, that are paid)

PART-TIME ASSOCIATES WHO WORKED PAST 40 HOURS

Full Name	Scheduled Hours	Hours Worked	Reason:

ANY ASSOCIATE WHO CLOCKED IN LATE

Full Name	Store	Time Scheduled	Time Clocked In	Reason:

VACATION / PERSONAL PAID HOURS: Include salaried staff if applicable

A. VACATION HOURS:		USED BY		EMPLOYEE #	
B. VACATION HOURS:		USED BY		EMPLOYEE #	
A. PERSONAL HOURS:		USED BY		EMPLOYEE #	
B. PERSONAL HOURS:		USED BY		EMPLOYEE #	

Sales/Senior Manager Signature _____

Date _____

EMAIL TO PAYROLL DEPT AND JOE T. BY 1PM MONDAY