



**SECURITY
MANAGEMENT**
OF SOUTH CAROLINA

Payroll Review

Site: _____ Week Ending: _____

TOTAL HOURS WORKED ON-SITE (listed on PTR): _____

OVERTIME

a. Total overtime hours billable to client _____

b. Total overtime hours non-billable to client _____

Total overtime hours (a + b) = _____

TRAINING

a. Total training hours billable to client _____

b. Total training hours non-billable to client _____

Total training hours (a+b) = _____

Explanation for unbillable overtime and/or training hours

Supervisor's Signature

Date

Client Signature (if required)

Date