

DEVELOPMENT CONSULTING PAYROLL SERVICES

DCPS REPORTING TEMPLATE

Supervisor: _____

Intern: _____

Month/Year: _____

Reported Income (choose ONE method of reporting from the below):

1. HOURLY WAGE PLUS DISCRETIONARY BONUS

- Number of Hours Worked = _____
- Hourly Wage (i.e. min. wage, etc.) = _____
- Bonus Amount = _____

2. PERCENTAGE SPLIT

- Employer/Supervisor % = _____
- Employee/Intern % = _____
- Total Income to be Split = _____
- Number of Hours Worked = _____

Comments/Questions:
