

**Day and Temporary Labor Services Act  
Wage Payment Notice Sample Form**

Wage Payment Notice Sample Form											
<b>Employer:</b>		ABC Staffing 123 First Avenue Chicago, IL 60601						<b>Earnings Statement</b> Pay Period: 8/21/2005 to 8/27/05 Paydate: 9/2/05			
Client:	Earnings	Sunday Rate Hours	Monday Rate Hours	Tuesday Rate Hours	Wednesday Rate Hours	Thursday Rate Hours	Friday Rate Hours	Saturday Rate Hours	This Period	Year to Date	
342	Regular		10 8	10 8	10 8				240	3,322.00	
	Overtime										
	Holiday										
	Vacation										
541	Regular					12 8	13 8		200	2,104.00	
	Overtime										
	Holiday										
	Vacation										
<b>Gross Pay:</b>									440	5,426.00	
<b>Deductions</b>									<b>This Period</b>	<b>Year to Date</b>	
Federal Income Tax									66	813.90	
Social Security Tax									44	542.60	
Medicare									35	434.08	
State Income Tax									13	162.78	
Other - Meals/Equipment (specify)									20	400.00	
<b>Total Deductions:</b>									178	2,353.36	
<b>Net Pay:</b>									262	3,072.64	

**Section 30. Wage Payment and Notice:**

At the time of payment of wages, a day and temporary labor service agency shall provide each day or temporary laborer with a detailed itemized statement, on the day or temporary laborer's paycheck stub or on a form approved by the Department, listing the following:

- (1) the name, address, and telephone number of each third party client at which the day or temporary laborer worked. If this information is provided on the day or temporary laborer's paycheck stub, a code for each third party client may be used **so long as the required information for each coded third party client is made available to the day or temporary laborer;**

**Example:**  
Client Code 342:  
Jones Mfg Corp  
1234 Illinois Street  
Chicago, IL 60601  
312-555-1234

- (2) the number of hours worked by the day or temporary laborer at each third party client each day during the pay period;
- (3) the rate of payment for each hour worked, including any premium rate or bonus;
- (4) the total pay period earnings;
- (5) all deductions made from the day or temporary laborer's compensation made either by the third party client or by the day and temporary labor service agency, and the purpose for which deductions were made, including for the day or temporary laborer's transportation, food, equipment, withheld income tax, withheld social security payments, and every other deduction; and
- (6) any additional information required by rules issued by the Department.

**This sample form is for guidance only related to the content required. Formatting and other visual characteristic of the form are the employer's responsibility. Each agency should review the Day and Temporary Labor Services Act (820 ILCS 175/1-99) and the Department's administrative rules (56 Ill. Adm. Code 260) for compliance purposes. Employers may be subject to additional federal and state regulations related to paycheck requirements.**