



PAY STATEMENT TEMPLATE INSTRUCTIONS

The [Pay Stubs and Pay Statements Law](#), effective on October 1, 2024, requires employers to provide employees with a written or electronic pay statement containing certain specific information about the employee’s compensation, for each pay period. The Maryland Department of Labor has developed a template for employers to create compliant pay statements for employees. **Use of the template is optional for employers. However, a properly completed pay statement using the template will be found compliant with the requirements of the law.**

Instructions and guidance for employers choosing to use the template is as follows:

Pay Date

The date the payment is made.

Pay Period Start and End Date

Indicate the start and end dates of the period during which work was performed that are covered by the payment.

Employer Information

- **Name:** Enter your company’s legal name as registered with the state
- **Address:** Provide the full address of your business.
- **Telephone Number:** Provide a phone number for a person that employees may contact about their pay.

Employer Information

The template is provided for all compensation arrangements, including salary for workers exempt from overtime pay requirements under federal and state law. If an employee is overtime exempt, select “Yes” in this box, and proceed to the portion of the form reporting salary earnings.

If an employee is not overtime exempt, select “No” and proceed.

Earnings

- **Hourly Earnings:**

- **Regular:** Indicate the rate paid for regular hours, and the number of hours worked during the pay period. If an employee works in two or more classifications with different rates, fill out a separate line for each rate.
- **Overtime:** Indicate the employee’s overtime rate, and the number of overtime hours worked during the pay period.

- **Other Hourly Pay**

If an employee receives a premium or different rate for certain hours worked (such as a night or weekend differential, or a different rate for standby or reporting hours, for example), identify that pay type, provide that rate and report those hours and earnings here. Use an additional box for each separate rate of pay, as needed.

- **Salary Earnings**

If an employee is exempt from overtime pay requirements and receives a salary, indicate the salary rate (X dollars per week, or X dollars per year) in the “rate” box, and report the earnings for the pay period under Gross Earnings.

Piece Rate Earnings

Some employees are paid by the “piece” or unit, and not by the hour. If an employee receives piece rate earnings, an employer must report the basis or unit of pay, the rate paid per unit, the number of units for which the employee is receiving compensation during the pay period, and earnings.

If an employee receives piece rate pay based on different units (for example, one rate per pound for one type of produce, and a different rate per pound of another), the information must be reported for each of the units separately.

Further, hours worked by the employee during the pay period must be reported to ensure minimum wage compliance. Please note that employers have responsibility for ensuring that total pay meets all applicable minimum wage and overtime requirements.

Other Compensation

This table is for reporting other forms of compensation that are not based on hours, salary, or piece rate. These could include bonuses, commissions, and tips, for example. Use a separate line for each type of compensation.

Please note: Maryland law requires that restaurant employers who pay a subminimum wage to tipped employees based on credited tips must provide written notice to employees and must also provide certain additional information, including the effective hourly rate of pay and the information upon which that rate was calculated. **This template pay statement does not include that additional information, or satisfy the requirements of that law. See <https://www.labor.maryland.gov/labor/wages/esswagerangefaq.shtml> for additional information regarding required reporting to employees concerning the tip credit.**

Deductions

Each deduction taken from earnings during the pay period must be reported on a separate line. Each line must clearly state the purpose of the deduction and the amount deducted. Certain common deductions are noted for your convenience, but each deduction must be reported.

Leave

The pay stub and pay statement law does not require that an employer include leave balances on the pay statement. However, employers subject to Maryland's Healthy Working Families Act must provide employees with certain information about their leave balances and accruals. We recommend, as a best practice, that this required information be reported on the pay stub. If other leave is provided (such as annual leave or personal leave), leave balances and accruals may also be reported on the pay statement, but the pay statement law does not require this information to be reported on the pay statement.

Pay

In the final section of the form, state the employee's gross earnings, the total deductions, and the net pay - the total dollar amount the employee takes home.

For any questions about the template or its instructions, please contact the Wage and Labor Standards Enforcement Unit at workrights@maryland.gov or 410-767-2357 (410-767-2370 Ayuda en Espanol) (8 a.m.-4:30 p.m.).
