Hiring Your Kids

Work Log / Time Sheet

Maintain this log for every pay period to substantiate wages paid to a child employee. These records are required IRS documentation supporting that real, legitimate work was performed. Retain completed time sheets on file.

Employee Information

Child's Name:

Company Name:

Hourly Rate: $

Pay Period From:

Pay Period To:

Work Log

#	Date	Task / Job Description	Start	End	Hours	Location	Initials
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
	Total Hours:						

Pay Calculation

Total Hours This Period:

Rate: $

Gross Pay: $

Evidence of Work *attach as applicable*

- [ ] Photos of work completed
- [ ] Videos / marketing content
- [ ] Project deliverables / files

Other:

Signatures

Employee / Child Signature (or Guardian):

Date:

Supervisor / Parent Signature:

Date:

Print Name:

Print Name:

Disclaimer: The information in this document is for compliance recordkeeping purposes only and does not constitute tax, legal, or financial advice. Clients should consult with their own tax advisors to confirm how these rules apply to their individual circumstances. This is not a promise of qualification or a guarantee of specific outcomes.