Sample – monthly payroll

What is a monthly payroll?

A monthly payroll or checkroll outlines the hours worked each day, the daily rate and any overtime or deductions. This allows the calculation of monthly payment to workers. The hours worked each day must be based on the timings from the attendance register.

Monthly payroll

Name	Role	Days of month			Summary						
		1	2		31	Daily rate	Piece rate	Over- time	Work on public holidays / rest days, etc.	Deductions	TOTAL

TFT Samples

Sample – payslip

What is a payslip?

Payslips are issued to workers when they are paid. They clearly state the details of the worker who is being paid, the amount of earnings, and any deductions.

Any deductions made should be agreed with the employee in advance.

Pay slip

Name of Company:

Employee Name:	Employee Designation:
Employee No.:	Grade / category: Staff / Worker
P.F. A/c No.:	PE.S.I.C. A/c No.:
For the Month:	Date of salary / Wages:
Status: Permanent / Probation / Apprentice / Trainee / Casual / on Contract	Skill level: Skilled / Semi skilled / Unskilled / Not Applicable
Days in a Month:	Leave taken in a Month:
Total days worked in the Month:	Days Paid:
Total Overtime Worked in a Month:	Rate of Overtime:

EARNINGS	DEDUCTIONS	NET SALARY
Basic	P.P.F. Contribution	
House Rent Allowance	E.S.I.C. Contribution	
Medical Allowance	Profession Tax (if any)	
Travel Allowance	Income Tax (if any)	
Any other Allowance	Loan Instalment (if any)	
Over Time Earnings	Advance (if any)	
Performance Bonus (if any)	Any other Deductions	
Any other Earnings		
Total	Total	Net:

General Manager/Signing Authority: Address of the Company: Office Seal of the Company

TFT Samples

Sample – attendance register

What is an attendance register?

An attendance register is a tool for recording who is working, the hours they are working, and where they are working. Whenever the worker enters the site they should fill in the record and sign it. If they are unable to complete the form, they should receive assistance. However, they must be the one to sign their attendance.

Any support given in completing the form should be with the worker's approval.

Attendance register

NAME	DATE	TIME IN	TIME OUT	JOB/LOCATION	SIGN