


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:

Office Seal of the Company

Address of the Company: