[Company name]

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Salary Slip

Salary advance and loan recovery

Employee name: [Employee name]

Employee ID: [Employee ID]

Job title: [Job title]

Department: [Department]

Pay period: [Pay period]

Pay date: [Pay date]

Payment method: [Payment method]

Bank account: [Bank account]

Advance balance ledger

Advance item	Amount	Balance
Advance balance brought forward	[Advance balance brought forward]	[Advance balance brought forward]
Advance recovered this period	[Advance recovered]	[Advance balance carried forward]
Advance balance carried forward	[Advance balance carried forward]	[Advance balance carried forward]

Earnings

Description	Amount
Basic pay	[Basic pay]
Overtime pay	[Overtime pay]
Bonus	[Bonus]
Allowance	[Allowance]
Commission	[Commission]

Deductions

Description	Amount
Income tax	[Income tax]
National Insurance	[National Insurance]
Pension contribution	[Pension contribution]
Advance recovered	[Advance recovered]

Gross pay	[Gross pay]
Total deductions	[Total deductions]
Net pay	[Net pay]

The advance recovered this period is shown as a deduction above.