[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Salary Slip

Confidential payroll document

Employer: [Company name]

Pay period: [Pay period]

Pay date: [Pay date]

Payment method: [Payment method]

Employee: [Employee name]

Employee ID: [Employee ID]

Job title: [Job title]

Department: [Department]

Net pay: [Net pay]

Paid by [Payment method] to [Bank account]

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]
Other deduction	[Other deduction]

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