[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

Landscape wide layout - pay period at a glance

Employee name: **[Employee name]**

Employee ID: **[Employee ID]**

Job title: **[Job title]**

Payment method: **[Payment method]**

Pay period: **[Pay period]**

Pay date: **[Pay date]**

Department: **[Department]**

Bank account: **[Bank account]**

Earnings	Amount	Deductions	Amount
Basic pay	**[Basic pay]**	Income tax	**[Income tax]**
Overtime pay	**[Overtime pay]**	National Insurance	**[National Insurance]**
Bonus	**[Bonus]**	Pension contribution	**[Pension contribution]**
Allowance	**[Allowance]**	Other deduction	**[Other deduction]**
Commission	**[Commission]**		

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

Prepared by [Prepared by name]. Checked by [Checked by name].