[Company name]

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Salary Slip

Pay and leave balances for the leave year

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]**

Leave year: **[Leave year]**

Leave balances

Leave type	Entitlement	Taken	Remaining
Annual leave	**[Annual leave entitlement]**	**[Annual leave taken]**	**[Annual leave remaining]**
Sick leave	**[Sick leave entitlement]**	**[Sick leave taken]**	**[Sick leave remaining]**

*Leave taken in **[Pay period]**: annual leave **[Annual leave taken]**, sick leave **[Sick leave taken]**.*

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]**
Net pay	**[Net pay]**

*Leave balances are shown as at **[Pay date]**.*