[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

Multi-currency - paid in sterling, shown in euros

Payment currency: [Payment currency]	Foreign currency: [Foreign currency]	Exchange rate: [Exchange rate]

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]

Description	GBP	EUR
Earnings		
Basic pay	[Basic pay]	[Basic pay in EUR]
Overtime pay	[Overtime pay]	[Overtime pay in EUR]
Bonus	[Bonus]	[Bonus in EUR]
Allowance	[Allowance]	[Allowance in EUR]
Commission	[Commission]	[Commission in EUR]
Gross pay	[Gross pay]	[Gross pay in EUR]
Deductions		
Income tax	[Income tax]	[Income tax in EUR]
National Insurance	[National Insurance]	[National Insurance in EUR]
Pension contribution	[Pension contribution]	[Pension contribution in EUR]
Other deduction	[Other deduction]	[Other deduction in EUR]
Total deductions	[Total deductions]	[Total deductions in EUR]
Net pay	[Net pay]	[Net pay in EUR]

*Euro amounts are shown for information only, converted at **[Exchange rate]**. Payment is made in **[Payment currency]**.*