[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

Overtime at time and a half and double time

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]**

Overtime by week

Week	Hours	Amount
Week 1	**[Week 1 overtime hours]**	**[Week 1 overtime pay]**
Week 2	**[Week 2 overtime hours]**	**[Week 2 overtime pay]**
Week 3	**[Week 3 overtime hours]**	**[Week 3 overtime pay]**
Week 4	**[Week 4 overtime hours]**	**[Week 4 overtime pay]**
Total overtime	**10**	**[Total overtime pay]**

Time and a half: ***[Overtime hours time and a half]*** *hours at* ***[Overtime rate time and a half]*** *(****[Overtime at time and a half]****). Double time:* ***[Overtime hours double time]*** *hours at* ***[Overtime rate double time]*** *(****[Overtime at double time]****).*

Earnings

Description	Amount
Basic pay	**[Basic pay]**
Overtime pay	**[Total overtime pay]**
Bonus	**[Bonus]**
Allowance	**[Allowance]**

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]**

Overtime hours are taken from the approved timesheet for ***[Pay period]****.*