[Company name]

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Salary Slip

Part-time pay - pro-rata of full-time

Employee name: **[Employee name]**

Employee ID: **[Employee ID]**

Job title: **[Job title]**

Part-time hours: **[Part-time hours]**

Pay period: **[Pay period]**

Pay date: **[Pay date]**

Department: **[Department]**

Full-time hours: **[Full-time hours]**

How part-time pay was worked out

Calculation	Figure
Full-time equivalent salary (annual)	**[Full-time equivalent salary]**
Hours fraction	**[Part-time hours]** of **[Full-time hours]**
Pro-rata salary (annual)	**[Pro-rata salary]**

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]**

*Part-time pay is the full-time salary pro-rated by hours worked: **[Part-time hours]** of **[Full-time hours]**.*