[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

[Company name]

Employee: **[Employee name]**
Employee ID: **[Employee ID]**
Job title: **[Job title]**
Pay period: **[Pay period]**
Pay date: **[Pay date]**
Payment method: **[Payment method]**

Description	Amount
Basic pay	**[Basic pay]**
Overtime pay	**[Overtime pay]**
Bonus	**[Bonus]**
Allowance	**[Allowance]**
Commission	**[Commission]**
Gross pay	**[Gross pay]**
Income tax	**[Income tax]**
National Insurance	**[National Insurance]**
Pension contribution	**[Pension contribution]**
Other deduction	**[Other deduction]**
Total deductions	**[Total deductions]**
Net pay	**[Net pay]**

Keep this slip with your pay records.