[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

Shift rota pay - hours by shift type

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]

Week commencing [Pay period]

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
[Monday hours]	[Tuesday hours]	[Wednesday hours]	[Thursday hours]	[Friday hours]	[Saturday hours]	[Sunday hours]

Hours worked in [Pay period]

Shift type	Hours	Rate	Amount
Weekday day shifts	[Weekday hours]	[Hourly rate]	[Regular pay]
Night shifts	[Night hours]	[Night rate]	[Night pay]
Weekend shifts	[Weekend hours]	[Weekend rate]	[Weekend pay]
Overtime	[Overtime hours]	[Overtime rate]	[Overtime pay]

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]

*Shift hours are taken from the approved rota for **[Pay period]**. Night and weekend hours are paid at the rates shown.*