[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

Description	Amount	Notes
Employee name	**[Employee name]**	
Employee ID	**[Employee ID]**	
Pay period	**[Pay period]**	
Pay date	**[Pay date]**	
Payment method	**[Payment method]**	
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]**	

Enter each figure in the Amount column. Gross pay, total deductions and net pay are calculated from the rows above.