[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

Hospitality pay - tips and tronc

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]

Tronc pool for [Pay period]

Source	Total pool	Your share
Card tips and gratuities	[Tronc total]	[Tronc distribution]
Service charge	[Service charge total]	[Service charge share]
Your tronc share	[Tronc share]	[Tronc distribution]

Earnings

Description	Amount
Basic pay	[Basic pay]
Tronc distribution	[Tronc distribution]
Service charge share	[Service charge share]
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]

Tronc is distributed by the troncmaster and taxed through payroll.