

CROSS BORDER EMPLOYEE SALARY AND ALLOWANCE TEMPLATE

PAYROLL ANNEXURE TO EXPATRIATE EMPLOYMENT CONTRACT

1. EMPLOYEE & ASSIGNMENT DETAILS

Employee Name		Employee ID	
Home Country		Host Country	
Assignment Start Date		Expected End Date	
Home Currency		Host Currency	
Exchange Rate (Base)		Payroll Split Ratio	

2. BASE COMPENSATION

Description	Currency	Pay Period / Frequency	Amount
Base Salary (Home Currency)			
Base Salary (Host Currency Split)			
Total Base Compensation (Equivalent Home Currency)			

3. EXPATRIATE ALLOWANCES & BENEFITS

Allowance / Benefit Item	Currency	Pay Period / Frequency	Amount
Cost of Living Allowance (COLA)			
Housing Allowance / Accommodation Support			
Hardship / Location Allowance			
Education Allowance (Dependents)			
Utility / Home Leave Allowance			
Mobility / Relocation Allowance (One-time)			
Other:			
Total Allowances (Equivalent Home Currency)			

4. DEDUCTIONS & TAX ADJUSTMENTS

Deduction Item	Currency	Pay Period / Frequency	Amount
Hypothetical Tax (Tax Equalization)			

Deduction Item	Currency	Pay Period / Frequency	Amount
Home Country Social Security Contributions			
Host Country Social Security Contributions			
Pension / Retirement Contributions			
Other Voluntary Deductions			
Total Deductions (Equivalent Home Currency)			

5. NET PAY RECONCILIATION

Summary Description	Currency	Home Country Payment	Host Country Payment
Gross Base & Allowances			
Total Deductions			
Estimated Net Take-Home Pay			

 EMPLOYER AUTHORIZED SIGNATURE
 DATE:

 EMPLOYEE SIGNATURE
 DATE:

Note: Salary and allowances are subject to the terms of the main Employment Contract and the company's Global Mobility Policy. Exchange rates used for calculation are subject to periodic review and adjustment as specified in the policy document.