Monthly Payroll Summary

COMPANY NAME

PAY PERIOD / MONTH

PAYMENT DATE

PREPARED BY

Emp ID	Employee Name	Earnings				Deductions				Net Pay
		Basic Salary	Overtime	Allowances	Gross Pay	Tax / PAYE	Pension	Other Ded.	Total Ded.	
Total										

Authorized Signature

Date

PAYSLIP

Monthly Pay Period

EMPLOYEE NAME

EMPLOYEE ID

DEPARTMENT

JOB TITLE

TAX CODE

NATIONAL INSURANCE NO

PAY PERIOD

PAYMENT DATE

Earnings

Description	Amount
Basic Salary	
Overtime	
Allowances	
Bonus	
Total Earnings	

Deductions

Description	Amount
Income Tax / PAYE	
Pension	
National Insurance	
Other Deductions	
Total Deductions	

NET PAY

BANK NAME

ACCOUNT NUMBER

Employer Signature

Employee Signature