

NOTICE PAY IN LIEU PAYROLL FORM

Payroll Template

EMPLOYEE DETAILS

Employee Name

Employee ID

Department / Division

Job Title

Termination Date

Last Day of Active Service

NOTICE PERIOD CALCULATIONS

Required Notice Period (Weeks/Months)

Actual Notice Served (Weeks/Months)

Notice Period to be Paid in Lieu (Weeks/Months/Days)

Regular Base Salary (Monthly/Weekly)

PAYROLL CALCULATION BREAKDOWN

Description	Rate / Basis	Units	Amount
Gross Pay in Lieu of Notice			
Statutory Deductions (Income Tax)			
Social Security / Pension Deductions			
Other Deductions			

Description	Rate / Basis	Units	Amount
Total Deductions			
NET PAY IN LIEU OF NOTICE			

REMARKS / COMMENTS

Prepared By (Payroll Specialist Signature)

Date

Authorized By (HR Manager / Director Signature)

Date