

REDUNDANCY & FINAL PAY

Payroll Calculation Template

EMPLOYEE DETAILS

Employee Name:

Employee ID:

Job Title:

Department:

TERMINATION DETAILS

Termination Date:

Notice Period (Weeks):

Years of Service:

Base Weekly Rate:

PAYMENT BREAKDOWN

DESCRIPTION	CALCULATION BASIS (HOURS/WEEKS/RATE)	GROSS AMOUNT
Outstanding Ordinary Hours		
Payment in Lieu of Notice		
Redundancy / Severance Pay (Tax-Free Component)		
Redundancy / Severance Pay (Taxable Component)		
Unused Annual Leave Payout		
Unused Long Service Leave Payout		
Other Leave/Allowances		
Total Gross Termination Pay		

DEDUCTIONS & TAX WITHHOLDING

DESCRIPTION	RATE / PERCENTAGE	AMOUNT DEDUCTED
Withholding Tax (PAYG / Federal Income Tax)		
Other Post-Tax Deductions		
Total Deductions		

NET FINAL PAYOUT

Prepared By (Payroll Officer / Accountant)

Date:

Approved By (Authorised Manager / HR Director)

Date: