NOTICE PERIOD PAYROLL PROCESSING TEMPLATE

Statutory Notice Pay Calculation Sheet

EMPLOYEE & EMPLOYMENT DETAILS

Employee Name:		**Employee ID:**	
Job Title:		**Department:**	
Continuous Service Date:		**Termination Date:**	
Notice Date Served:		**Years of Service:**	

NOTICE PERIOD ENTITLEMENT & PARAMETERS

Statutory Notice Entitlement (Weeks):		**Contractual Notice Entitlement:**	
Notice Period to be Paid (Weeks/Days):		**Notice Period Worked (Days):**	
PILON (Payment in Lieu) Applicable?		**Notice Period Non-Worked (Days):**	

SALARY & RATE CALCULATION BASIS

Gross Annual Salary:		**Weekly Pay Rate (Statutory Calculation):**	
Gross Monthly Salary:		**Daily Pay Rate (Statutory Calculation):**	

PAYROLL CALCULATION BREAKDOWN

Earnings / Description	Rate / Basis	Units / Days	Total Gross Amount
Statutory/Contractual Notice Pay (Worked Period)			
Payment in Lieu of Notice (PILON)			
Accrued Holiday Pay (during Notice Period)			
Other:			
		Total Gross Notice Pay:	

Statutory & Other Deductions		Deduction Amount
Income Tax		
National Insurance / Social Security		
Pension Contribution		
Other Deductions:		
	Total Deductions:	

NET NOTICE PAY PAYABLE	

Prepared By (Payroll Administrator)

Signature:

Name:

Date:

Approved By (HR / Payroll Manager)

Signature:

Name:

Date: