

PRO-RATA PART-TIME PAYROLL TEMPLATE

Payroll Period Record & Benefit Calculation Statement

EMPLOYEE & CONTRACT DETAILS

EMPLOYEE NAME

EMPLOYEE ID

JOB TITLE

DEPARTMENT

PAY PERIOD START DATE

PAY PERIOD END DATE

PRO-RATA RATIO CALCULATION

STANDARD FULL-TIME HOURS (PER WEEK)

CONTRACTED PART-TIME HOURS (PER WEEK)

PRO-RATA FACTOR / PERCENTAGE (PART-TIME HOURS ÷ FULL-TIME HOURS)

SALARY & EARNINGS

EARNINGS DESCRIPTION	FULL-TIME EQUIVALENT RATE	PRO-RATA FACTOR	CURRENT PERIOD EARNINGS
Base Salary / Wages			
Overtime Hours (Actual Worked)			
Additional Allowance			
Gross Earnings			

PRO-RATED BENEFITS SUMMARY

BENEFIT COMPONENT	FULL-TIME EQUIVALENT ANNUAL VALUE	PRO-RATA FACTOR	PRO-RATED CURRENT ENTITLEMENT
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BENEFIT COMPONENT	FULL-TIME EQUIVALENT ANNUAL VALUE	PRO-RATA FACTOR	PRO-RATED CURRENT ENTITLEMENT
Paid Annual Leave Accrual (Hours)			
Sick Leave Entitlement (Hours)			
Employer Pension / Retirement Contribution			
Health / Medical Allowance Contribution			

DEDUCTIONS & NET PAY

DEDUCTION DESCRIPTION	AMOUNT DEDUCTED
Income Tax Withholding	
Social Security / National Insurance	
Employee Pension Contribution	
Other Deductions	
Total Deductions	
Net Pay Transferable	

Employee Signature & Date

Payroll Representative Signature & Date