

FINAL PAY & PILON CALCULATION

Payroll Statement Template

EMPLOYEE INFORMATION

Employee Name		Employee ID	
Department		Job Title	
Notice Date		Last Day of Work	
Termination Date		Notice Period (Days/Weeks)	

SALARY & RATE DETAILS

Monthly Basic Salary		Daily Rate	
Hourly Rate		Unused Leave Balance (Days)	

EARNINGS CALCULATION

Description	Basis / Quantity	Rate	Amount
Final Month Accrued Basic Salary (Up to last active day)			
Pay in Lieu of Notice (PILON)			
Unused Annual Leave Encashment			
Severance Pay / Gratuity			
Other Earnings / Allowances (Specify:)			
Total Gross Final Pay			

DEDUCTIONS

Description	Amount
Statutory Deductions (Income Tax, Pension, National Insurance, etc.)	
Unpaid Leave / Absenteeism Adjustments	
Outstanding Loans / Advances Recovery	
Company Property Damage or Non-Return Charges	
Other Deductions (Specify:)	
Total Deductions	

SUMMARY

Net Final Pay (Gross Pay Less Deductions)

Prepared By (HR / Payroll)

Approved By (Management)

Acknowledged By (Employee)

Date:

Date:

Date: