

# FULL-TIME EMPLOYMENT SALARY AND BENEFITS LEDGER

Official Payroll & Contractual Record

## EMPLOYEE & CONTRACT DETAILS

Employee Name:

Employee ID:

Department:

Job Title:

Effective Date:

Pay Frequency:

Currency:

Contract Status:

## SALARY BREAKDOWN

Salary Component	Monthly Rate	Annual Rate
Base Salary		
Cost of Living Allowance (COLA)		
Housing Allowance		
Transportation Allowance		
<b>Gross Salary</b>		

## DEDUCTIONS (MONTHLY)

Deduction Description	Percentage / Rate	Amount
Income Tax Withholding		
Social Security / National Insurance Contribution		
Pension Fund / Retirement Contribution		
Health Insurance Premium (Employee Share)		
Other Voluntary Deductions		
<b>Total Monthly Deductions</b>		

**EMPLOYER-PAID BENEFITS & CONTRIBUTIONS (MONTHLY)**

<b>Benefit Description</b>	<b>Employer Contribution (%)</b>	<b>Value Amount</b>
Employer Pension Match / Contribution		
Employer Health Insurance Contribution		
Life / Disability Insurance Premium		
Other Non-Cash Benefits (Gym, Tuition, etc.)		
<b>Total Employer Benefits Value</b>		

**NET COMPENSATION SUMMARY**

<b>Monthly Gross Salary</b>	
<b>Less: Total Monthly Deductions</b>	
<b>Estimated Monthly Net Pay (Take-Home)</b>	
<b>Total Cost of Employment (Gross + Employer Benefits)</b>	

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Authorized HR Representative Signature

Date: \_\_\_\_\_

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Employee Acknowledgment & Signature

Date: \_\_\_\_\_