

INTERNATIONAL ASSIGNMENT EMPLOYMENT CONTRACT

Payroll Ledger Template

EMPLOYEE NAME:

ASSIGNMENT ID:

HOME COUNTRY:

HOST COUNTRY:

EFFECTIVE DATE:

PROJECTED END DATE:

HOME CURRENCY:

HOST CURRENCY:

EXCHANGE RATE (HOME/HOST):

PAYROLL CYCLE:

1. BASE COMPENSATION

Base Salary

Expatriation Premium

2. ALLOWANCES & COST OF LIVING ADJUSTMENTS

Cost of Living Allowance (COLA)

Housing Allowance

Utility Allowance

Education Allowance (Dependents)

Hardship Allowance

Mobility / Relocation Allowance

Home Leave Allowance

3. TAX & PENSION ADJUSTMENTS

Tax Equalization Debit / Credit

Hypothetical Tax Deduction

Pension / Social Security Reinvestment

Total Gross Compensation

4. DEDUCTIONS

Home Country Tax Withholding

Host Country Tax Withholding

Social Security Contributions (Home)

Social Security Contributions (Host)

Pension Plan Employee Contribution

Other Statutory Deductions

Total Deductions

5. NET DISBURSEMENT SUMMARY (SPLIT PAYROLL)

Net Salary Payable (Home Account)

Net Salary Payable (Host Account)

PREPARED BY (PAYROLL SPECIALIST)

AUTHORIZED BY (HR GLOBAL MOBILITY)

EMPLOYEE ACKNOWLEDGMENT SIGNATURE

DATE OF EXECUTION