

PAY RUN TEMPLATE

Internship & Apprenticeship Contract Payroll

Pay Period Start:

Pay Period End:

Payment Date:

RECIPIENT INFORMATION

Full Name:

ID / Reference:

Contract Type:

Department:

INSTITUTION & SPONSOR DETAILS

Employer/Company:

Educational Partner:

Supervisor/Mentor:

Funding Scheme:

Earnings & Allowances

DESCRIPTION	HOURS / UNITS	RATE / BASE	TOTAL
Basic Stipend / Allowance	-----	-----	-----
Academic / Practical Hours	-----	-----	-----
Overtime / Approved Extra Hours	-----	-----	-----
Travel / Commute Allowance	-----	-----	-----
Meal / Miscellaneous Allowance	-----	-----	-----

Deductions & Adjustments

DESCRIPTION	RATE %/ BASE	REFERENCE AMOUNT	TOTAL DEDUCTION
Statutory Taxes / Social Contributions	-----	-----	-----
Institutional Insurance Contribution	-----	-----	-----
Unpaid Leave / Absences	-----	-----	-----
Other Deductions	-----	-----	-----
Total Gross Earnings	---		
Total Deductions	---		
Net Pay Out	---		

PREPARED BY (PAYROLL OFFICER)

AUTHORIZED SIGNATORY (SUPERVISOR / HR)