

PROBATIONARY STAFF SALARY & BENEFITS SETUP SHEET

Human Resources & Payroll Department

EMPLOYEE PROFILE

Employee Name		Employee ID	
Job Title		Department	
Employment Start Date		Probation End Date	
Probation Period		Payroll Cycle	

PROBATIONARY SALARY STRUCTURE

Earnings Category	Monthly Rate	Annualized Rate
Basic Salary (Probationary Rate)		
Housing Allowance		
Transport Allowance		
Medical Allowance		
Other Allowance:		
Total Gross Probationary Salary		

STATUTORY & VOLUNTARY DEDUCTIONS

Deduction Description	Monthly Amount / %	Employer Contribution (If Applicable)
Income Tax (PAYE Estimate)		
Social Security / Provident Fund		
Health Insurance / Medical Scheme		
Other Deduction:		

Deduction Description	Monthly Amount / %	Employer Contribution (If Applicable)
Total Deductions		

POST-PROBATION CONFIRMATION DETAILS

Expected Confirmed Basic Salary		Review / Confirmation Date	
Special Conditions / KPIs			

Prepared By
HR Generalist / Payroll Officer

Approved By
Head of HR / Finance Director

Employee Acknowledgment
Signature & Date