

EMPLOYEE NOTICE PAY IN LIEU CALCULATION SHEET

Payroll Department Record

EMPLOYEE NAME:

EMPLOYEE ID:

DEPARTMENT:

POSITION/TITLE:

TERMINATION DATE:

NOTICE PERIOD REQUIRED:

NOTICE PERIOD SERVED:

NOTICE PERIOD TO BE PAID:

NOTICE PAY BASIS & RATE CALCULATION

COMPONENT DESCRIPTION	CALCULATION BASIS / FORMULA	AMOUNT (\$)
Monthly / Weekly Basic Salary		
Daily Rate of Pay (if applicable)		
Hourly Rate of Pay (if applicable)		
Average Regular Allowances (if applicable)		

NOTICE PAY EARNINGS & DEDUCTIONS

EARNINGS & DEDUCTIONS SUMMARY	REFERENCE / UNITS	AMOUNT (\$)
Gross Notice Pay in Lieu		
Income Tax Deduction		
Pension / Retirement Fund Contribution		
Social Security / National Insurance		
Other Statutory/Agreed Deductions		
Total Deductions		
NET NOTICE PAY IN LIEU		

PREPARED BY (PAYROLL REPRESENTATIVE)

DATE:

APPROVED BY (HR/FINANCE MANAGER)

DATE:

