LEGAL MINIMUM NOTICE PAY

Payroll Calculation Worksheet

EMPLOYEE DETAILS

Employee Name _____

Employee ID _____

Department _____

Job Title _____

EMPLOYMENT DATES & SERVICE

Start Date _____

Notice Given Date _____

Final Date of Employment _____

Completed Years of Service _____

STATUTORY NOTICE ENTITLEMENT

ENTITLEMENT DETERMINATION		CALCULATED VALUE / NOTES
Statutory Minimum Notice Period (Weeks)		
Contractual Notice Period (Weeks)		
Applicable Notice Period to Pay (Greater of above)		
Notice Period Served (Weeks/Days)		
Notice Period Paid in Lieu (PILON) (Weeks/Days)		

NOTICE PAY CALCULATION

ITEM DESCRIPTION	RATE ($/£)	BASIS (HOURS/DAYS/WEEKS)	TOTAL ($/£)
Gross Base Rate			
Average Weekly Earnings (if variable)			
Statutory Notice Pay (Gross Value)			
Accrued Holiday Pay during Notice Period			
Total Gross Notice Pay			

DEDUCTIONS & NET PAY

DEDUCTION DESCRIPTION	AMOUNT ($/£)
Income Tax / PAYE	
Social Security / National Insurance	
Pension Contribution (Employee)	
Other Deductions	
Total Net Notice Pay	

Prepared By (Payroll Specialist Signature / Date)

Approved By (Authorised Signatory / Date)