

PROBATIONARY EMPLOYEE PAYROLL & COMPENSATION WORKSHEET

Human Resources & Payroll Department

EMPLOYEE INFORMATION

Employee Name		Employee ID	
Job Title		Department	
Hire / Start Date		Probation End Date	
Manager / Supervisor		Employment Status	

BASE COMPENSATION TERMS

Standard Base Salary	
Probationary Rate (%)	
Adjusted Probationary Salary	
Pay Frequency	
Hourly Equivalent Rate	

HOURS & ATTENDANCE

Pay Period Start Date	
Pay Period End Date	
Standard Hours Scheduled	
Actual Hours Worked	
Overtime Hours Worked	

EARNINGS BREAKDOWN

Earnings Description	Rate / Factor	Amount
Regular Probationary Pay		
Overtime Pay (if applicable)		
Probationary Allowance / Stipend		

Earnings Description	Rate / Factor	Amount
Other Earnings		
Total Gross Earnings		

DEDUCTIONS & STATUTORY CONTRIBUTIONS

Deduction Description	Rate (%)	Amount
Income Tax Withholding		
Social Security / National Insurance		
Health Insurance Contribution (if applicable)		
Other Voluntary / Statutory Deductions		
Total Deductions		

PAYROLL SUMMARY

Net Pay (Gross Earnings - Total Deductions)	
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Probationary Policy Statement: The compensation details outlined above are valid strictly for the duration of the probationary period. Upon successful completion of probation and transition to regular employment status, a formal salary review and adjustment to standard benefits may apply, subject to a separate written agreement.

Prepared By (HR / Payroll Officer Name & Signature)

Date: _____

Authorized By (Department Head / Finance Manager Signature)

Date: _____