

PAYROLL MANAGEMENT TEMPLATE

Internship & Apprentice Contracts

COMPANY NAME

DEPARTMENT / DIVISION

CONTRACT & PERSONAL DETAILS

RECIPIENT FULL NAME

CONTRACT TYPE (INTERN / APPRENTICE)

ID / CONTRACT NUMBER

START DATE

END DATE

SUPERVISOR / MENTOR NAME

ACADEMIC / VOCATIONAL INSTITUTION

PAYROLL PERIOD INFORMATION

PAY PERIOD START

PAY PERIOD END

PAYMENT DATE

COMPENSATION & ALLOWANCES BREAKDOWN

EARNINGS & ALLOWANCE DESCRIPTION	RATE / BASIS	AMOUNT
Basic Stipend / Allowance		
Educational / Travel Allowance		
Overtime / Additional Hours (if applicable)		
Other Approved Allowances		
Total Gross Earnings		

DEDUCTIONS DESCRIPTION	RATE %	AMOUNT
Unexcused Absences / Leave Without Pay		
Applicable Taxes / Statutory Deductions		
Other Deductions		
Total Deductions		

NET PAY SUMMARY

Net Payable Amount		
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BANK / DISBURSEMENT DETAILS

BANK NAME

ACCOUNT NUMBER

SORT CODE / IFSC / SWIFT

Prepared By (HR / Payroll Officer)

Authorized Signatory / Supervisor