

PAY IN LIEU OF NOTICE (PILON)

Payroll Processing Statement

EMPLOYEE DETAILS

Employee Name		Employee ID	
Department		Job Title	
Termination Date		Notice Period Required	

PILON CALCULATION BASIS

Gross Monthly Salary		Daily Rate Basis	
Notice Days to Pay		PILON Period From/To	

PAYMENT & DEDUCTIONS BREAKDOWN

Description	Earnings	Deductions
Basic Notice Pay (PILON)		
Allowances / Benefits in Lieu		
Accrued Untaken Leave Pay		
Income Tax Deduction		
Social Security / Pension Contribution		
Other Statutory Deductions		
Sub-Totals		
Net PILON Payable		

AUTHORIZATIONS

Prepared By (HR/Payroll)

Verified By (Finance)

Approved By (Authorized Signatory)

