

RETRENCHMENT PAYOUT SPREADSHEET

Payroll Redundancy & Severance Record Template

COMPANY NAME

PAY PERIOD / DATE

PREPARED BY

APPROVED BY

EMPLOYEE INFORMATION					PAYOUT CALCULATIONS					DEDUCTIONS & NET	
EMP ID	EMPLOYEE NAME	DATE OF JOIN	DATE OF EXIT	YEARS OF SERVICE	BASE SALARY	SEVERANCE PAY	NOTICE PAY	UNUSED LEAVE PAY	EX-GRATIA / OTHER	TAX DEDUCTIONS	NET PAYOUT
Total:											

PREPARED BY (HR SPECIALIST)

VERIFIED BY (FINANCE MANAGER)

AUTHORIZED SIGNATORY (DIRECTOR/VP)