



**Payment slip template**

\_\_\_\_\_ (Factory), Payment slip for \_\_\_\_\_ (month), \_\_\_\_\_ year)

1. Name of employee \_\_\_\_\_
2. Started working on (date) \_\_\_\_\_
3. Labour registration no. \_\_\_\_\_
4. Position/occupation \_\_\_\_\_
5. Social security insurance no. \_\_\_\_\_
6. Basic salary (8 hours per day) \_\_\_\_\_
7. Overtime hours \_\_\_\_\_
8. Overtime premium \_\_\_\_\_
9. Other \_\_\_\_\_
  - a. Regular bonus \_\_\_\_\_
  - b. Skill bonus \_\_\_\_\_
  - c. Productivity bonus \_\_\_\_\_
  - d. Service bonus \_\_\_\_\_
  - e. Supply bonus \_\_\_\_\_
10. Total salary \_\_\_\_\_
11. Deductions \_\_\_\_\_
  - a. Contributions for Social Security \_\_\_\_\_
  - b. Income tax \_\_\_\_\_
  - c. Insurance charge \_\_\_\_\_
  - d. Saving \_\_\_\_\_
  - e. Advanced money \_\_\_\_\_
  - f. Fines \_\_\_\_\_
  - g. Total deductions \_\_\_\_\_
12. Net salary \_\_\_\_\_
13. Date of payment \_\_\_\_\_

\_\_\_\_\_  
(Signature of Employer)

\_\_\_\_\_  
(Signature of Employee)