Basic salary slip template word

l'm not robot!

	Compa		
Phone#	(555)-5555-5555		
Insurance ID	Click here to enter text.		
Email	abc@example.com		
Employee Details			
Employee Name	John	Department	Finance
Designation	Manager		
Salary Month	Click here to enter a date.		
COMMENTS:	ENTER YOUR COMMEN	IT HERE]	
Date	Click here to enter a date.	Company ID	Click here to enter text.
P.O Number	Click here to enter text.	Phone #	(111) 222-3333
		TERMS	On contract
Particulars	Advance		Amount
Basic			\$00.00
House Rent Allowance			500.00
Conveyance			\$00.00
Dearness Allowance			\$ 00.00
Overtime			\$ 00.00
			500.00
Subtotal			5 00.00
Employee State Insurance			\$ 00.00
Provident Fund			\$ 00.00
Professional Tax			4%
Net	Salary		\$ 00.00
Employer's Signature:			



Hewlett Packard GlobalSoft Pvt.Ltd Bangalore

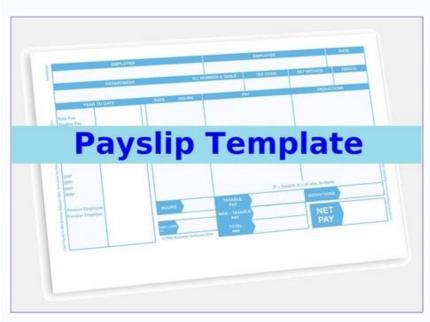
PAYSLIP FOR THE MONTH OF JUNE 2014

Name	Suresh D.			Employee No	1089208	9
Designation	Technical Con	sultant II		PF No.	KN/8N/36	77/4089
Grade	A12			Bank Acc No	10461109	4583
Department	BAS			Date Of Joining	17 Feb 20	14
Working Days	30			Days Payable	30	
Earn	ings	Rs.		Deduction		Rs.
BASIC		32500	PF			3900
CONVEYANCE ALL	ow	800	PR	OFESSIONAL TAX		200
PERS PAY ALLOWA	NCE	36387	INC	OME TAX		5194
ADVANCE BONUS/	EXGRATIA	700				
Total Ea	arnings	70387		Total Deducti	on	9294

	[Add	y Name	
Employee Name:			
Designation:			
Month & Year:			
Earnings		Deductions	
Basic & DA	5,200.00	Provident Fund	358.00
HRA	3,000.00	E.S.1	120 00
Conveyance	500.00	Loan	
		Profession Tax	
		TSD/IT	•
Total Addition	8,700.00	Total Deduction	478.00
		NET Salary	8,222.00
			the second se

	inci salary	0,222.00
Dollars Eight Thousand Two Hundred T		
Cheque No Date:	Name of Bank:	
Signature of the Employee:	Director:	
		Salary Slip Template

		ress] γ Slip	and all	
	lame:		-	
Month:		_ Year:		
Earnings		Deductions		
Basic & DA		Provident Fund	20.00	
HRA	100.00	E.S.I.	30.00	
Conveyance	10.00	Loan		
		Profession Tax		
		TSD/IT		
Total Addition	610.00	Total Deduction	50.00	
		NET Salary	510.00	
llars Five Hundred and Ten Or eque No: te:		Name of Bank:		



Salary pay slip word format. Salary slip word template. Salary slip template word format. Simple salary slip word format

A Salary Slip is a certificate handed out by an employee swhen they are given their salaries. This modest business document comprises of information about the salary of an employee like his wage, amount subtracted as tax, alongside some fees, pensions, national insurance contributions, overtimes, allowances etc. and finally net amount paid to the employee. A Salary Slip also includes employee's name, designation, and month of payment, date of the payment with signatures of both employee as a proof that payment has been made by the employee as a proof that payment with signatures of both employee. evidence to new employers that their amount has been paid to them in case of any dispute. You can also review our post on free Salary Certificate for your employee. Some employees cut the salaries in case of extra number of absentees, so the salary slips become the subject of performance and presence. So many tools are used to handle the salary slip ideally covers all the aspects of salary paid to the employee. An ideal format of salary paid to the need of the hour. It consists of the information like total earned salary paid to the employee, particular time period of the salary, money deducted such as tax, pension or other contributions, and description of any special consideration attached with the salary function of an employee with all adjustments. A Salary Slip Format is a single formal document that most comprehensively defines and manages the salary function by taking control over it. There can be various objectives behind using the Salary slip including the formal evidence document of salary function of employee(s). Employees may require it when they are applying for a loan of big amount, or applying to a new organization where the potential employer needs the salary slip reference to get idea how much salary should be considered for him/her appropriately. Salary Slip helps the employee in renting an apartment for residency or applying in a bank for loan. A Salary Slip Format in MS Word makes the task easier, particularly in the cases of large organization where thousands of employees are being paid their salaries on monthly basis. Record keeping is also important for other elusive purposes. And the records should be kept in such a format in which it might be viable and handy to sort out any information easily when needed. Here are some tips for creating a good Salary Slip Format for managing this document in professional manner. Updated on March 22, 2019: Just adding more Salary Slip Format for their requirements. Here are our created free Salary Slip Templates using MS Word to help you in preparing your very own salary slips, A Salary Slip is a financial document that contains all the financial transactions, earnings, payments, bonuses, deductions include payments for taxes, pensions, insurances, contributions, dues, loan obligations, health care services, among many others. On the other hands, Salary Slips also show income like salaries, allowances, bonuses, overtime, official loans disbursed and many other similar earnings. Other information, employee's personal information, employee's personal information, employee's personal information. Considering too many information and data in an average Salary Slip format, it becomes very important to ensure that it will enhance clarity in sorting information used. The size and quality of information in the Salary Slip Format also ensure that it becomes a very reliable and formal document for business, financial and legal verification. In essence, a Salary Slip Format is usually divided into different compartment representing different segments of the employee's financial details. These segments are: Income: This section outlines deductions in form of repayment of official loans, medical expenses, student loans and so on. Obligations: These show debits in form of deductions for insurance, pensions, taxes and similar deductions. Gross Earning: This section shows the employee by the employee by the employee. Net Pay: Here, the payment made to the employee after all the necessary deductions made, is declared. Lastly, important financial messages are also given usually below the slip. Considering the size of data and the calculations intended to be recorded into an average Salary Slip, it is imperative to ensure certain key elements are constant in a Salary Slip. different sections for deductions and another one for additions. Make sure that the document is accurate by inserting the correct facts, numbers and figures. Clearly should be clearly mention to avoid ambiguity. While making necessary design and layouts, it is important to minimize graphics and designs to ensure simplicity and clarity of facts. Clearly spell out the employee's details like full name, designation bank and official numbers and codes then, ensure all accruing allowances and bonuses are included. to include contact details of designated office or person(s) where complaints and clarifications could be made whenever an employee is in doubt of what happened in his Salary Slips are supposed to be simple and flexible such that it could be easily adjusted to accommodate new items and data and still remain understandable to the recipients. Again, the initiator of the Salary Slip must know that the target is the recipient and put in enough effort to ensure clarity. It is recommended to use official letterheads while printing a Salary Slip Format to make it more official. Mention the company's name and address at the top of the slip. Next, mention the details of the employee whose salary is being paid like his or her name, designation along with the month for the payment. Then, mention the net amount the employee is being paid after providing categorized information on deductions from the original salary. Provide a space for the details of the cheque if the payment is being made via the same. Provide spaces for the employee's and the employees' signature at last. Get it approved by the head of department and hand it over to the employees at the time of salary payments is recognized as salary slip. A salary slip provides comprehensive details about the salary of an employee to be paid by employee at the end of a particular time period like a month. It may include name of the employee to be paid by employee at the end of a particular time period like a month. made by the employer, date of payment and other likely details etc. Companies and businesses use salary slips to have an accurate idea about how much money has been paid to employees as salaries. A salary slip to have an accurate idea about how much money has been paid to employee after getting their salary. Salary slip is given to the employee at the time when he receives their salary. This slip is issued by the employee like his name, his salary payment for the employee at the time when he receives their salary. this is the record of paid salary of the employee. Every business companies used this slip as a proof of that the salary of the employee has been paid that month. All information about person and placed in this slip. Now we offer you our well prepared and nice salary slip template. used in this salary slip template. Here you see the nice and accurate snapshot of our prepared salary slip template. You just one click on download button and download this template for your own use. Our provided template is free from any cost of charges so you can download this templates; link to 5+ Free Training Certificate Templates l Salary slips consist of the salary details of the employees, which include earnings like basic wage, HRA, Conveyance allowances, medical allowance PDF formats. Salary Slip Format 1 Salary Slip Format 2 Salary Slip Format 3 Download Bove payslip format in Excel with formulasDownload Download Download Download Download Download Download Download Salary Slip Format 3 Download Download Download Download Download Download Download Download Salary Slip Format 3 Download Downl SALARY SLIP IN EXCEL (FORMAT 1) SALARY SLIP IN EXCEL (FORMAT 2) How to Create a salary slip/pay slip open a new Excel sheet and write your company name, address, and payslip month & year in the first three rows of the Excel file. Step 2: Now enter employee general details like name, designation, department, date of joining, gross salary, bank details, and any other required information as per your choice. Step 3: Now enter the number of days in the month. Step 4: Now in one column add all the earnings of the employees such as basic wage, house rent allowances, conveyance allowances, medical allowances. Calculate them based on total paid days. The sum of all the earnings will be called the actual gross salary/Total days in the month) X Paid days in that month. Step 5: In another column add deductions such as EPF, professional tax, ESI/health insurance, TDS, and salary advances, etc... Important Components on Salary Slip S noEarningsDeductions1Basic Wage (40-50% of Gross Wage)EPF (12% of basic wage)2HRA (40% of the basic wage for nonmetro cities)Professional Tax 3Conveyance Allowances (1600 Rs in urban areas) TDS4 Medical Allowances (1250 Rs) Health Insurance / TDS5 Other (Special) Allowances (Balance amount will be the employee in that particular month, the balance amount will be the net salary of the employee. Step 7: Now take out the printout of the salary slip and sign it and distribute to employees. Useful Salary Slip Formulas 1Net salaryTotal Earnings - Total Deductions 2Gross WageBasic wage + HRA + Conveyance + Medical + Special allowances3EPF12% of the basic wage + HRA + Conveyance + Medical + Special allowances3EPF12% of the basic wage of the employees. + Employer PF Contributions + Other Benefits Given by Employee to get a salary slip You can get your salary slip You can get your salary slip your salary slip your salary slip your employee to get a salary slip You can get your salary slip your salary slip your salary slip your salary slip You can get your salary slip your salary when you are trying to join in new with a better salary package. 3. How to verify my salary slip If you know some basic formulas of salary calculations, then you can easily verify your salary details. It is their duty to verify the salary details of the existing employee and new joiners (during background verification) 5. Can I edit my salary slips, it may cause problems. 6. What do you do if you don't have a payslip If you don't have any payslip then you can download the above payslip formats and update your salary details. (make sure the salary you mentioned in the payslip should match with the salary redited in your bank account). Or Take help from your company HR or Account department. 7. Can new employer see my old salary Yes, they will see your old salary. For that, they will ask you to submit your previous company payslips. (At least for the last 3 months) 8. It is Ok to lie about my current salary in the interview It is not a good idea, why because once you are selected then they will ask you to submit your previous job pay slips. 9. How can I prove my income without salary slip You can show your bank statement, or form 16, your job offer letter or appointment letter. Also Read

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