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Full time employee pay slip template



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y
1	1	<-- ONLY use to Change the Starting Month (else use the triagle icons)																							
2	2019	<-- Select Year																							
3		◀ January 2019 ▶																							
4																									
5		01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
6	Name	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu
7	Employee 1																								
8	Employee 2																								
9	Employee 3																								
10	Employee 4																								
11	Employee 5																								
12	Employee 6																								
13	Employee 7																								
14	Employee 8																								
15	Employee 8																								



Payroll for 1 Oct 2020 to 7 Dec 2020		Print	
Employee Details		Pay Details	
Employee Name: John Doe		Pay Date: 1 Oct 2020	
Employee ID: 12345		Pay Period: 1 Oct 2020 to 7 Dec 2020	
Employee Address: 123 Main St, London, UK		Pay Amount: £1000.00	
Employee Email: john.doe@example.com		Pay Frequency: Monthly	
Employee Phone: 01234 567890		Pay Status: Paid	
Employee Bank: ABC Bank		Pay Method: Direct Deposit	
Employee Salary: £1000.00		Pay Date: 1 Oct 2020	
Employee Tax: £100.00		Pay Period: 1 Oct 2020 to 7 Dec 2020	
Employee Pension: £100.00		Pay Amount: £1000.00	
Employee Other: £100.00		Pay Frequency: Monthly	
Employee Total: £1000.00		Pay Status: Paid	
Employee Bank: ABC Bank		Pay Method: Direct Deposit	
Employee Salary: £1000.00		Pay Date: 1 Oct 2020	
Employee Tax: £100.00		Pay Period: 1 Oct 2020 to 7 Dec 2020	
Employee Pension: £100.00		Pay Amount: £1000.00	
Employee Other: £100.00		Pay Frequency: Monthly	
Employee Total: £1000.00		Pay Status: Paid	

Pay slip

Date of payment: <insert date>

Pay period: <insert date> to <insert date>

Employer's name: <insert>

ABN: <insert>

Employee's name: <insert>

Employment status: * <insert status e.g. full-time, part-time, casual>

Name of <Award/Agreement>: * <insert>

Classification under the <Award/Agreements>: * <insert>

Hourly rate: \$00.00 Annual Salary: \$00,000

Bank details: * <insert employee's bank details>

Annual leave entitlement: <xx days/hrs> as at <insert last date of current pay period> *

Personal/carer's leave entitlement: <xx days/hrs> as at <insert last day of current pay period> *

You should modify this table according to your employee's entitlements. You can add extra lines if required.

Entitlements	Unit	Rate	Total
Wages for ordinary hours worked	00 hours	\$00.00	\$00.00
<insert any leave taken during the pay period>	00 hours*	\$00.00*	\$00.00
TOTAL ORDINARY HOURS = <xxx> hours any leave taken should also be included here.			
<insert name of entitlement >	00 hours*	\$00.00*	\$00.00
<insert name of entitlement>	00 hours*	\$00.00*	\$00.00
Gross payment			\$00.00

Entitlements can include loadings, penalty rates, shiftwork allowances, overtime, allowances, incentive based payments, termination entitlements and any other separately identifiable amount.

Deductions	
Taxation	\$00.00-
<insert any other deductions>	\$00.00-
Each deduction needs to be listed separately. You can add extra lines to this table if required.	
Total deductions	\$00.00-
Net payment	\$00.00

Employer superannuation contribution = <insert superannuation contributions>

<insert account/fund name (or name and number of fund)>

Contribution

\$00.00

Note: Pay slips must be issued to employees within one working day of the day they are paid.

The Fair Work Ombudsman acknowledges that the inclusion of information marked with an asterisk () is not a requirement under the Fair Work Regulations 2009, effective 1 July 2009. This template is provided as a best practice model.

These methods keep your bank account information private, preventing phishers from accessing that information. Verify, print, and send the payslip with the check. This payslip informs the employee of their gross pay and what deductions were taken out to arrive at their net pay. Advertisement The information required on a payslip or pay stub differs by geographic location. Many prepaid debit card companies can send you an online statement so you can keep track of your spending. This is especially true if the online statement you're paying through stores your card information. It also provides an additional way for both the employer and employee to keep a record of their finances. The Deductions section lists the taxes, insurance, and other amounts withheld or deducted from the gross pay. Note: This spreadsheet does not calculate taxes or other deductions automatically. The hours and amounts should update automatically (using lookup formulas). Payroll information should be kept confidential. The Net Pay should be the amount on the paycheck. You can purchase a prepaid debit card at most retailers and fill the card with the necessary funds using cash, debit or other payment methods. What to do Each Pay Period Enter a new row in the YearToDate worksheet. Once you're done browsing, consider using one of these payment forms to complete your purchase. Debit CardOne of the most common ways to pay for something online is to use your debit card that's linked to your bank account. References and Resources Disclaimer: The information on this page is for illustrative and educational purposes only. Select the new Pay Date from the drop-down at the top of the Payslip worksheet. Use the payslip template at your own risk. To make the YearToDate worksheet more concise, you can hide the columns that you aren't using. One of the benefits of Apple Pay is that you don't even have to download an app to use it — simply ask Siri. Enter the Pay Date, Pay Period, Hours, and Pay Amounts. You set up Apple Pay by adding the information of the debit or credit cards you wish to use. In many countries, a payslip is required by law. Always make sure your computer's antivirus software is up to date, too. The top is for company and employee details. Then, when you go to pay for something, you can choose which card gets charged. Fortunately, there are multiple ways you can purchase things online with relatively little risk. Edit the Earnings and Deductions categories in the YearToDate worksheet If you need more options for different types of earnings and deductions, unhide the hidden rows in the Payslip worksheet and the hidden columns in the YearToDate worksheet. If payments are made electronically via ACH (Direct Deposit), then you may want to send the payslip via email as a PDF (if that is acceptable according to local laws). Again, check the laws for your location to see what documentation is required and how/when you are required to provide it to your employees. It is typically easier and recommended to use an accountant or payroll company for your business's employee payments and payroll fulfillment. The top right is for payment details as well as a message section where you can include additional details like how many vacation days your employee has left. With Apple Pay, you can even learn how to take payments online from other people. Entering Hours and Payment Amounts Instead of entering amounts directly into the Payslip, you will update the YearToDate worksheet with the hours, rates, and payment amounts. This Payslip Template for Excel was designed for businesses based in the UK, but may be modified to suit other locations as well. You also want to make sure the URL to the website starts with the letters "HTTPS" and shows an icon of a padlock to the left of the web address, which indicates it's a secure server. Take appropriate steps to ensure the security of the information that you add to your payslip and use secure methods for delivery. You can then provide your employees with a printed and/or digital payslip. Once all the necessary fields are filled in, you're able to submit payment and finalize your order.Online payment companies, such as PayPal, Stripe, Due and Square, can be a lot safer than using a debit card that's linked right to your bank account. So, we highly recommended that you contact a professional accountant to advise you on those requirements and to learn what categories of earnings and deductions you should be using. When you use a debit card over other methods of payment, you're putting yourself at risk of being phished and having someone steal your account information because you aren't protected against fraud as thoroughly. Even though these types of companies are more secure, you should still use caution and keep an eye on your account, checking for any signs of fraudulent activity.Credit CardCredit cards typically have more protections in place for keeping your information secure. A payslip is a statement that businesses provide to their employees with each payment they receive. If you're not sure about a certain website and are worried about payments online, you can always check the Better Business Bureau to find out more information about the company.Prepaid Debit Gift CardPrepaid debit cards work just like regular debit cards, except they aren't linked to your actual bank account. for Excel 4 Excel For: Excel 2007 or later & Excel for iPad/iPhone License: Private Use (not for distribution or resale) *No installation, no macros - just a simple spreadsheet* Description This Payslip Template includes very distinct sections. Programs such as PayPal are free to use and don't have any monthly maintenance fees that a bank normally does. It's a lot safer to use this method because if a hacker was to get any of your information, the only money that would be put in jeopardy is the money on the card and not the money in your bank account.Apple PayApple Pay is a payment method used on Apple products such as the iPhone and iPad. Some information in this payslip template that are specific to companies based in the UK include: Tax Code Employee Payroll Number National Insurance (NI) Number UK related earning & deduction types Using the Payslip Template Important ! Your country or location may have different payslip and pay stub requirements. MORE FROM QUESTIONSANSWERED.NET Then, you select the Pay Date in the Payslip worksheet to update the amounts in the Payslip. You should still use caution when using a credit card online though, making sure you shop only on secure websites and never on public servers. The Earnings section lists the hourly pay and the other payment amounts, broken down by category. CC0/mojzagrebinfo/Pixabay The thought of purchasing items online using your bank information can seem scary, especially with the rise of security breaches and hacking. You can use this method in physical stores, on apps and for making secure purchases online. Many of these companies have applications you can download on your phone and/or tablet, making it easy to keep track of your purchases or make them on the go. After learning the legal requirements for your business payslip, adapt this template to match. If debit is your only option, it's simple to select your items, proceed to checkout and enter in your debit card information. You can create a PDF of the Payslip worksheet in Excel by going to File > Save As and selecting .pdf as the file type. When you do choose to shop online, make sure you're shopping on a secure, reputable website. Getting Started / Customizing for Your Business Edit the Company and Employee information in the header and footer of the Payslip tab. The bottom of the payslip shows the Net Pay (Total Earnings - Total Deductions). This method can be risky though, so you should exercise caution when you choose to use it.

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