Sample – monthly payroll

What is a monthly payroll?

A monthly payroll or checkroll outlines the hours worked each day, the daily rate and any overtime or deductions. This allows the calculation of monthly payment to workers.

The hours worked each day must be based on the timings from the attendance register.

Monthly payroll

Name	**Role**	**Days of month**				**Summary**					
		1	2	...	31	Daily rate	Piece rate	Over-time	Work on public holidays / rest days, etc.	Deductions	TOTAL

Sample – payslip

What is a payslip?

Payslips are issued to workers when they are paid. They clearly state the details of the worker who is being paid, the amount of earnings, and any deductions.

Any deductions made should be agreed with the employee in advance.

Pay slip

Name of Company:

Employee Name:

Employee No.:

P.F. A/c No.:

For the Month:

Status: Permanent / Probation / Apprentice / Trainee / Casual / on Contract

Days in a Month:

Total days worked in the Month:

Total Overtime Worked in a Month:

Employee Designation:

Grade / category: Staff / Worker

PE.S.I.C. A/c No.:

Date of salary / Wages:

Skill level: Skilled / Semi skilled / Unskilled / Not Applicable

Leave taken in a Month:

Days Paid:

Rate of Overtime:

EARNINGS		**DEDUCTIONS**		**NET SALARY**
Basic		P.P.F. Contribution		
House Rent Allowance		E.S.I.C. Contribution		
Medical Allowance		Profession Tax (if any)		
Travel Allowance		Income Tax (if any)		
Any other Allowance		Loan Instalment (if any)		
Over Time Earnings		Advance (if any)		
Performance Bonus (if any)		Any other Deductions		
Any other Earnings				
Total		**Total**		**Net:**

General Manager/Signing Authority:

Office Seal of the Company

Address of the Company:

Sample – attendance register

What is an attendance register?

An attendance register is a tool for recording who is working, the hours they are working, and where they are working. Whenever the worker enters the site they should fill in the record and sign it. If they are unable to complete the form, they should receive assistance. However, they must be the one to sign their attendance.

Any support given in completing the form should be with the worker's approval.

Attendance register

NAME	DATE	TIME IN	TIME OUT	JOB/LOCATION	SIGN