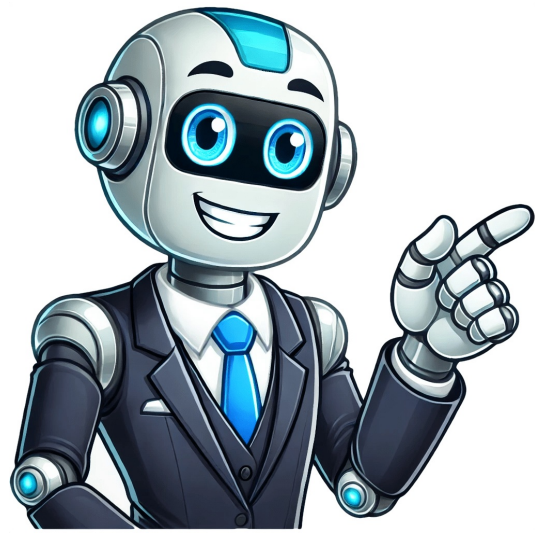


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Payslip or salary slip is a document record that employers give to employees each time they receive their earnings. The payslip mainly informs the employee of the gross pay, deductions done and the remaining net pay. The payslip also provides evidence of earnings and proof of employment. Payslipper suits different users given its custom layout styling, dynamic texts and fields that can fulfil their different needs. A company will choose that which meets their needs in relation to the items entered in the respective fields, presentability or even their style and preference. This page includes some useful and easily editable payslip templates and formats. All these templates and formats are available in Microsoft Word and Excel below. One can simply choose to download, edit, and use any of the given payslip templates and formats. But first of all, it is important to know what payslip actually is and why it is used. A payslip is basically a document that the employer issues to the employee at the time of paying the employee's salary or wage. It is also known as a salary slip or salary statement. Such a slip actually states the details and information related to the payment made to the employee. Even if the employee is part of any other organization, irrespective of its size or nature of its operations, hires employees. Of course, such employees are required to be paid as per the employment agreement's terms and conditions. It is the duty of the employer to record the payments made to an employee. For that purpose, a payslip or salary slip is used. If you don't know how to create a professional payslip, the pre-formatted payslip templates and samples can be of great help to you. Using these templates will save you a lot of time and effort and will make the work easier for you. All you have to do is to download any of the suitable templates given below, edit their contents, and use them as per your requirements. You can customize and change the given payslip templates however you want to. Just hit the download button and the template will be yours to use for free. File Size: 13 KB File Size: 15 KB File Size: 09 KB File Size: 15 KB File Size: 10 KB File Size: 35 KB File Size: 53 KB File Size: 12 KB File Size: 22 KB File Size: 08 KB File Size: 73 KB File Size: 27 KB File Size: 16 KB File Size: 40 KB File Size: 11 KB File Size: 20 KB File Size: 14 KB File Size: 18 KB File Size: 16 KB File Size: 466 KB File Size: 18 KB File Size: 10 KB File Size: 09 KB If you intend to create a payslip or salary slip from scratch, then you must keep in mind to use the correct format. Make sure to create one in the Microsoft Word or Excel program. Don't forget to include all the relevant details in your payslip format. Following are some useful details that you should consider including in your sample payslip document: Organization details like name, address, and logo. This is important so as to make the payslip official and professional. Mention the period for which the payslip is actually prepared. Write the start and ending date. Details of the employee to whom the payslip is being presented. Details like: employee's name, designation, residential address, contact details, employee code, etc. Mention the basic amount of the salary. Write down the other amounts that are added to the salary like: bonuses, overtime, dividends, etc. Include the details of the allowances if any. These details will include the type or nature of the allowance and the amount of that allowance. After that, include the details of the deductions from the employee. If there are any, the above-mentioned details (basic salary, other amounts, allowances, and insurance) will make up the gross salary. So, mention the amount of gross salary. Then include the details of deductions like: income tax, amount of contribution to the employee's provident fund, and contribution to the employee's pension fund, etc. After that mention the net amount of salary both in numbers and words. The net salary will be written by deducting the amount of the above-mentioned deductions from the gross amount of salary. Include the details or particulars of the employer or any other person in charge of the creation and presentation of the payslips. These details will include the person's name and designation. In the end, leave some space for the signatures of the employer or any other person in charge of the creation and presentation of the payslips, and the employee. You must be wondering what are the actual benefits of preparing and using a payslip or salary slip. Well, a payslip is quite important both for the employer and the employee. Some amazing benefits of using a payslip are: Official payslips can prove to be of great value when obtaining jobs or employee loans in the future. A payslip or salary slip can also be presented as a piece of conclusive evidence in case of any legal dispute. A duly signed payslip indicates that the employer has paid and the employee has received the amount mentioned in the payslip. Payslips are important in keeping an up-to-date record of business expenses. An official payslip helps avoid misunderstandings and confusion at the workplace. The issuance of proper professional payslips refrains the employer from facing any kind of penalties or lawsuits. Payslips are also important when an employee wants to apply for a mortgage or a bank loan. A payslip also indicates the tax records of both the employer and the employee in respect of the employment. Payslips are also important in the case of both internal and external audits of an organization. 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categorized in different groups as per their level of work. Few of them create separate salary templates and according to the category, they are utilized. Different organizations have come up with different types of templates having a unique format. Though the objective is the same, still a fair amount of difference is noticed. Some payslips have some more additional features than the other ones. We must know about the kinds of templates already available in the market. In order to make an original version, let's see a few of the existing formats.

[Download Salary Slip](#) [Download Free Salary Slip](#) [Download Download Download Download Download Download What is the Significance of Payslip?](#)

Payslip is one of the most important documents issued by an employer to his employee. It provides information regarding the salary paid to the employee for a particular period. It also serves as a proof of payment. The following are some of the key points to remember while creating a payslip:

- Evidence of employment: A salary slip acts as legal proof of a person's existing job. The job offer letter produced by the company itself does not prove the existence of the job till then. As the salary slip mentions the date and the net amount of remuneration last drawn, it would serve as evidence. While applying for a visa or various universities, one may have to produce such a document as proof. Preparation of Income Tax Return File: Filing Income Tax Return has been made compulsory by the Government, no matter what the salary is. The employees receiving less than the allocated limit also have to prepare the file so that the Government gets to know your salary. A salary slip includes all the details required to calculate tax. So, it is the major document to play a role in tax calculations. Helps to access services of loan or credit card: The interested person can only apply for a credit card or loan, if he/she has the salary slip. The financial institution asks for the salary slip as a major document for submission. The net amount of your salary slip would decide whether you have the ability to pay the debt within the stipulated time. Thus, it is an essential reason for having the salary slip as this would bring you the services of mortgage, loan and credit card facilities. Access to Government facilities: Our Government has made many bills for the services of citizens who are categorized as salaried income earners. By producing the salary slip, one can easily access to these services provided by the Government. Further employment: A person may think that he/she deserves a better payroll and can apply for new jobs. During the interview, if the person produces the salary slip, the interviewer will take notice of its importance. Salaried people always get priority over unemployed persons for getting a new job.

[Download Download Download Download How To Create A Standard /Basic Salary Slip Excel Templates!](#) Nearly every company has its own salary slip templates. Either they are downloaded from cyberspace or made by own. If you are working in an organization or about to join the company who would be responsible for crafting a salary slip, you must know the method of creating a Salary slip. It would help you obtain additional skills relating to the basic works of an organization. Anytime, the authorities may search for organizational personnel who are well aware of this skill. That time you can be the person asking to create it. To do so, you have to know the steps and guidelines of creating a template. Have a look at this video and we are quite certain you will have the better understanding of the visual presentation.

[Download Download Download Download Download Download Basic Understanding of Salary Slip Formulas and Calculations: Particulars Formula](#) Taxable Salary Income Total Income = (Gross Salary + Other Income) – Combined Deductions Cost To Company Or CTC= Employee's Total Salary Package Offered by the Company Gross Salary + PF + Gratuity (Total Cost to the Company) Gross Salary (All Salary income components offered by the company to its employees) = Basic Salary + HRA + Other Allowances (Allowances may differ based on the nature of the job) Net Payable Salary = Gross Salary - Deductions From Salary (Deductions include Provident Fund, Employees' State Insurance, Professional Tax, etc.) Components of Salary Structure: The components vary a bit. Here is the basic salary slip format with components that nearly almost all payroll forms feature: Company Name in bold letter, preferably on the top of the salary slip page. Logo and address are also on the prominent place. Salary slip for the period and Payroll slip generation date Employee's financial and identity details, namely PAN Card/Aadhar Card, Bank account details Employee Provident Fund or EPF account number & 12-digit unique UAN number Gross Salary components in each separate column. Total working days (Over time if applicable). All deductions in each separate column. Gross Salary pay Income tax calculation and amount Net salary pay (Both in Number and Words)

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