**Annex D – Itemised Pay Slip Template** For the period:

Itemised Salary Slip

DDMMYY DDMMYY

**Name of Employer**

**Date of Payment**

**Name of Employee**

**Mode of Payment**

Cash / Cheque / Bank Deposit

|  |  |
| --- | --- |
| **Item** | **Amount** |
| Basic Pay |  | (A) |
| Total Allowances*(Breakdown shown below)* |  | (B) |
|  |  |
|  |  |
|  |  |
|  |  |
| Gross Pay (A + B) |  | (C) |
|  |  |
| Total Deductions*(Breakdown shown below)* |  | (D) |
| *Employee’s CPF Deduction* |  |
|  |  |

**Overtime Details**

**Amount**

Employer’s CPF Contribution

Net Pay (C-D+E+F)

(F)

Other Additional Payments

*(Breakdown shown below)*

**Item**

(E)

Total Overtime Pay

Overtime Hours Worked

Overtime Payment Period(s)

**Itemised Pay Slip**

For the period:

 01/09/2021 30/09/2021

DDMMYY DDMMYY

#

**Name of Employer**

**Date of Payment**

ABC PTE LTD

**Name of Employee**

Tan Ah Kow

04/09/2021

**Mode of Payment**

Cash / ~~Cheque / Bank Deposit~~

**Annex D – Sample of Itemised Pay Slip**

#

|  |  |
| --- | --- |
| **Item** | **Amount** |
| Basic Pay | $2,000 | (A) |
| Total Allowances*(Breakdown shown below)* | $500 | (B) |
| Transport | $300 |
| Uniform | $200 |
|  |  |
|  |  |
| Gross Pay (A + B) | $2,500 | (C) |
|  |  |
| Total Deductions*(Breakdown shown below)* | $1,315 | (D) |
| *Employee’s CPF Deduction* | $1,115 |
| Advanced Loan | $200 |

|  |
| --- |
| **Overtime Details** |
| Overtime Payment Period(s) | 01/09/2021 to 30/09/2021 |
| Overtime Hours Worked | 5 |
| Total Overtime Pay | $78.70 | (E) |
| **Item** | **Amount** |
| Other Additional Payments*(Breakdown shown below)* | $3,000 | (F) |
| Annual Bonus | $3,000 |
|  |  |
|  |  |
|  |  |
| Net Pay (C-D+E+F) | $4,263.70 |
| Employer’s CPF Contribution | $949 |