

Employee remuneration record

Detailed payroll record based on the particulars listed in the Shop and Office Employees regulations.

Employer: Company name

Period: Month YYYY

EMPLOYEE NAME	AGE	SEX	CLASS / GRADE / DESIGNATION	HOURS WORKED	OVERTIME HOURS	RATE OF REMUNERATION	ALLOWANCES, SEPARATELY STATED	GROSS REMUNERATION	DEDUCTIONS, SEPARATELY STATED	ADVANCES	EMPLOYEE PROVIDED CONTRIBUTION	EMPLOYER PROVIDED CONTRIBUTION	INCOME TAX / APIT	OVERTIME REMUNERATION	NET REMUNERATION	PAYMENT DATE	ACKNOWLEDGEMENT

ALLOWANCE AND DEDUCTION DETAIL / PAYROLL NOTES

Enter separately stated items and supporting references.

PREPARED / CHECKED BY

Name, designation, date and signature