PROCEDURE TEMPLATE 3A.7: SALARY PAYMENT TEMPLATE

INTRODUCTION

The Salary Payment Template can be used to track and verify salary payments to workers. This can help you comply with Wages and Benefits requirements set forth by national legislation, international standards, and certification requirements. In doing so, it also ensures your workers receive timely, consistent salary payments.

INSTRUCTIONS

1. Record the salary payment information for each worker for each pay period.
2. If they are paid based on amount harvested as opposed to how many days worked, indicate as much in the observations section and write how much they got paid for in the "Days paid" column.
3. The worker must sign the slip, which confirms they verify all the information included. If they cannot read it, you must read it out loud to them.
4. Keep a copy of this with all other salary payment slips for this worker, for all workers. Ensure the workers have a copy of these payslips as well.

Dates of payment period	
Today's date	
Name of Company	

General Information	
Worker Name	**ID Number**

Earnings						
Base salary	Overtime	Bonus	Sunday and holiday premium	Transportation allowance	Other allowances	TOTAL EARNED

Health	Pension	Tax Deductions	Other deductions	TOTAL DEDUCTIONS

Net Paid (TOTAL EARNED - TOTAL DEDUCTIONS)

Observations

Worker signature	