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SCHOOL: STRONG TOWER ACADEMY

SUBJECT: OFFICE PRACTICE

CLASS: SSS2

TOPIC: PAY ROLL AND PAY SLIP

MEANING OF PAY ROLL

Payroll can be defined as a company list of its employees which contains the amount of money pays to its employees.

Payroll is very important because is subject to laws and regulations, the primary objective of payroll department is to ensure that all employees are paid accurately and timely.

1. Personal information of the employee
2. Pay roll number
3. Date
4. Tax period
5. Bonuses, allowances and commission
6. Tax code
7. Deductions
8. Pension
9. Insurance

MEANING OF PAY SLIP

A pay slip is a document given to an employee at the end of the month to show what an employee earns and how much has been deducted from the salary.

PAY SLIP MUST SHOW THE FOLLOWING:

1. The gross pay, which is the full salary before any deduction is made

2. The net pay which is the amount remaining after making all deduction
3. A pay slip must show the variable deduction that is the deductions that changes from payday to payday
4. A pay slip must show the non-variable deduction that is the deductions that do not change from payday to payday