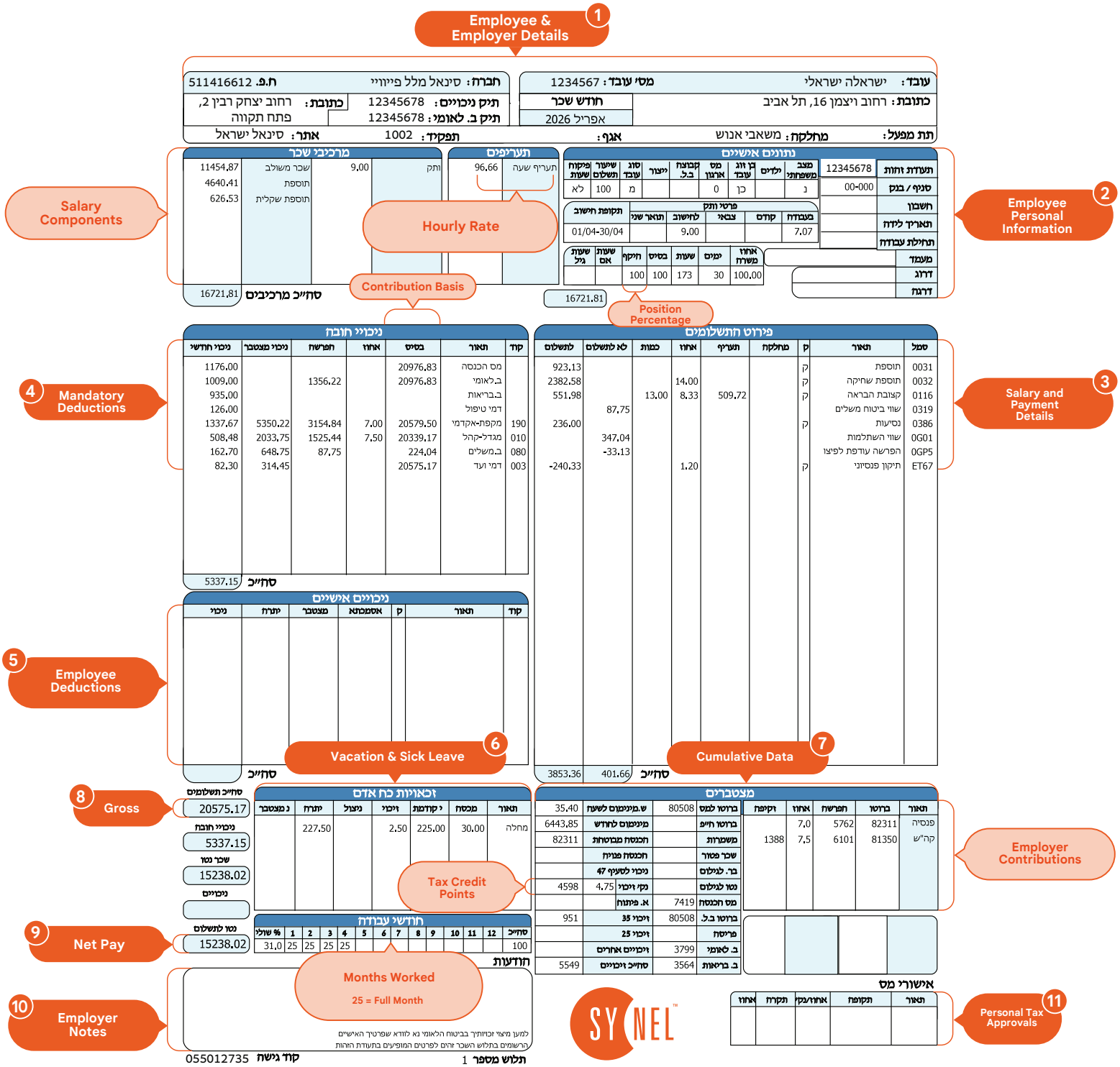
Sample Payslip | Synel System



---

1 Employee and Employer Details
Employee name and number, address, company name and registration number, pay month, and the employer's deduction files.

2 Employee Personal Information
ID number, marital status, children, working spouse or partner, National Insurance code and seniority - factors in tax calculation. Bank, branch and account number for the month-end net-pay transfer.

3 Salary and Payment Details
Gross-pay components: base salary, travel allowance, convalescence pay, overtime and absence. Each component includes a code, quantity, rate and amount.

4 Mandatory Deductions
Deductions from gross pay required by law: income tax, National Insurance, health insurance, pension (employee share) and education fund.

5 Employee Deductions
Voluntary employee deductions: employee loans, education fund contributions and other personal payments - deducted from net pay.

6 Vacation and Sick Leave
Vacation and sick leave balances: opening balance, monthly accrual, utilization and closing balance.

7 Cumulative Data
Tax-year totals: taxable gross pay, National Insurance, income tax, tax credit points and minimum wage.

8 Gross Pay
Total payments before deductions.

9 Net Pay
The final amount transferred to the bank account after all deductions.

10 Employer Notes
Employer notes: attendance-reporting period, minimum wage and additional information.

11 Personal Tax Approvals
Tax approvals and reliefs: tax coordination, exemptions and credits, including the applicable period, percentage and ceiling.