|  |  |  |  |
| --- | --- | --- | --- |
| **Payroll Statement** | | | |
| **Date\*：** | | | |
| **Name \*** |  | **Department \*** |  |
| **Payroll Month \*** |  | | |
| **Salary** | | | |
| **Basic Salary** |  |  | |
| **Other Allowances** |  |  | |
| **Subtotal** |  |  | |
| **Bonuses** | | | |
| **Sales Bonus** |  |  | |
| **Year-End Bonus** |  |  | |
| **Other Bonuses** |  |  | |
| **Subtotal** |  |  | |
| **Attendance** | | | |
| **Sick Leave** |  |  | |
| **Personal Leave** |  |  | |
| **Tardiness** |  |  | |
| **Subtotal** |  |  | |
| **Total Salary** |  |  | |
| **Labor and Health Insurance** | | | |
| **Labor Insurance** |  |  | |
| **Health Insurance** |  |  | |
| **Subtotal** |  |  | |
| **Labor Retirement Benefit** |  |  | |
| **Deductions** | | | |
| **5% Withholding Tax** |  |  | |
| **Other Deductions** |  |  | |
| **Subtotal** |  |  | |
| **Total+Net Payment** |  |  | |