

Bilingual Pay Statement

双语工资单

Employee Name / 员工姓名

John Doe

Employee ID / 员工编号

EMP12345

Department / 部门

Finance / 财务部

Pay Period / 薪资周期

01-Jun-2024 to 30-Jun-2024

Pay Date / 发薪日

05-Jul-2024

Earnings 收入项目	Amount 金额	Deductions 扣除项目	Amount 金额
Basic Salary 基本工资	5,000.00	Tax 税收	600.00
Overtime 加班费	200.00	Social Security 社保	250.00
Bonus 奖金	300.00	Other Deductions 其他扣除	50.00
Total Earnings 收入合计	5,500.00	Total Deductions 扣除合计	900.00

Net Pay / 实发工资

4,600.00

Currency / 货币

USD / 美元

Important Notes / 重要说明

- This statement is for reference only and should be kept confidential. / 此工资单仅供参考, 请妥善保管, 不得外泄。
- Contact the HR department in case of discrepancies. / 如有疑问, 请联系□□资源部。
- All amounts are shown in gross and net as applicable. / 金额分为税前和税后。
- Bilingual format is for convenience; official language prevails in case of dispute. / 双语格式仅供参考, 如有争议, 以官方语言为准。