

Salary Payment Voucher for Contract Employee

Voucher No.:
SPV-2024-045

Date:
2024-06-30

Department:
Human Resources

Employee Name:
Alex Johnson

Employee ID:
C-01428

Contract Period:
2024-03-01 to 2024-09-30

Designation:
Project Assistant

Month / Period:
June 2024

Description	Earnings (USD)	Deductions (USD)
Basic Salary	1,800.00	
Housing Allowance	400.00	
Transport Allowance	150.00	
Professional Tax		25.00
Other Deductions		15.00

Gross Earnings: 2,350.00 USD

Total Deductions: 40.00 USD

Net Salary Payable: 2,310.00 USD

Payment Method:
Bank Transfer

Bank Account No.:
**** 8224

Payment Date:
2024-06-30

Prepared By
(Name & Sign)

Checked By
(Name & Sign)

Approved By
(Name & Sign)

Received By

(Employee Signature)

- This voucher serves as an official record of the monthly salary payment to contract employees.
- Ensure all earnings and deductions are supported by valid documentation.
- Contract employees are not entitled to statutory benefits unless specified in their agreement.
- Net salary payable must be verified before disbursement.
- Employee acknowledgment ensures acceptance of the stated payment and deductions.