

# 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

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Prepared By  
(Name & Sign)

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Checked By  
(Name & Sign)

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Approved By  
(Name & Sign)

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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.