

Payslip Breakdown Guide

| Payslip Item | What It Means |
|---------------------|---|
| Basic Salary | The agreed monthly fixed amount before deductions |
| Allowances | Fixed extra payments (e.g. travel, cellphone) |
| Gross Pay | Total before any deductions |
| Deductions | Tax, UIF, Pension/Provident (employee portion) |
| Net Pay (Take-home) | What lands in their bank account |

Visual Aid: Include an example payslip layout with labels.