

Payslip Template

Manual payslip for small employers with earnings, deductions and net pay.

How to use

1. Fill in the employee details including name, employee number, NI number and tax code.
2. Enter the employer name and select the payment method.
3. Enter each earnings figure in the blue Amount cells on the left.
4. Enter each deduction figure in the blue Amount cells on the right.
5. Total Gross Earnings, Total Deductions and Net Pay calculate automatically.
6. Fill in the Year to Date figures from your payroll records.

Clearing the sample data

The blue cells contain example data. Select them and press Delete to start your own. The white, calculated cells look after themselves.

Removing the footer credit

A small OpenSheets credit prints in the page footer. You are welcome to keep it or remove it from Page Layout, Page Setup, Header/Footer.

Notes

Blue cells are your inputs. Calculated cells and totals update automatically. Do not type over them. The sheet is protected so only the blue cells can be edited.

Free template from

OpenSheets.co.uk

Professional spreadsheet templates for UK small businesses.

Going digital for Making Tax Digital?

aligned.tax

MTD for Income Tax bridging and compliance for sole traders and landlords.

Payslip

Example Ltd

Add your logo here

EMPLOYEE

Thomas Anderson	
Employee No	EMP-0042
NI Number	NM 12 34 56 C
Tax code	1257L
Pay period	Monthly

EMPLOYER

Employer name	Example Ltd
Pay date	25/06/2026
Payment method	BACS

EMPLOYEE NO	PAY PERIOD	TAX CODE	NET PAY
EMP-0042	Monthly	1257L	£2,277.45

EARNINGS

Description	Amount £
Basic pay	£2,800.00
Overtime	£150.00
Bonus	£200.00
Commission	
Other	
Total Gross Earnings	£3,150.00

DEDUCTIONS

Description	Amount £
PAYE Income Tax	£498.20
Employee NI	£245.60
Employee Pension	£128.75
Student Loan	
Other	
Total Deductions	£872.55

Net Pay

£2,277.45

Year to Date

YTD Gross	£16,950.00
YTD NI	£1,473.60

YTD Tax	£2,989.20
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Notes

Authorised signature:

Example Ltd

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