



Guide to Written Key Employment Terms (KETs) and Itemised Pay Slips

From 1st April 2016, employers are required to issue written Key Employment Terms (KETs) and itemised pay slips to their employees.

In this booklet, you will find:



KETs Template



KETs Samples



A Guide to Filling KETs



Itemised Pay Slips Template



Itemised Pay Slips Sample



Requirements for KETs



Requirements for Itemised Pay Slips



Where to Seek Further Assistance

Key Employment Terms

All fields are mandatory, unless they are not applicable

Issued on: DD/MM/YYYY
All information accurate as of issuance date

Section A | Details of Employment

Company Name	Job Title, Main Duties and Responsibilities
Employee Name	<input type="checkbox"/> Full-Time Employment <input type="checkbox"/> Part-Time Employment
Employee NRIC/FIN	Duration of Employment (only for employees on fixed term contract)
Employment Start Date	Place of Work (if different from company's registered address)

Section B | Working Hours and Rest Days

Details of Working Hours e.g.: - Start & End Time (Weekday & Weekend) - Break Hours - Total Working Hours (excluding break hours)	Number of Working Days Per Week Rest Day Per Week (specify day)
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Section C | Salary

Salary Period <input type="checkbox"/> Hourly <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Fortnightly <input type="checkbox"/> Monthly	Date(s) of Salary Payment Date(s) of Overtime Payment																				
Overtime Payment Period (only if different from salary period) <input type="checkbox"/> Hourly <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Fortnightly <input type="checkbox"/> Monthly	Basic Salary (Per Period) (specify hourly rate if on part-time employment) Overtime Rate of Pay (only if working hours more than 8 hours a day or 44 hours a week)																				
Fixed Allowances Per Salary Period	Fixed Deductions Per Salary Period																				
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Item	Allowance (\$)																				
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Item	Deduction (\$)																				
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Other Salary-Related Components	<input type="checkbox"/> CPF Contributions Payable (subject to prevailing CPF contribution rates)																				

Section D | Leave and Medical Benefits

Types of Leave (applicable if service is at least 3 months) <input type="checkbox"/> Paid Annual Leave Per Year: _____ (days/hrs) (for 1st year of service) <input type="checkbox"/> Paid Outpatient Sick Leave Per Year: _____ (days/hrs) <input type="checkbox"/> Paid Hospitalisation Leave Per Year: _____ (days/hrs) <small>(Note that paid hospitalisation per year is inclusive of paid outpatient sick leave. Leave entitlement for part-time employees may be pro-rated based on hours.)</small>	Other Types of Leave (e.g. Paid Maternity Leave) <input type="checkbox"/> Paid Medical Examination Fee Other Medical Benefits (optional, to specify)
Section E Others	Notice Period for Termination of Employment (initiated by either party whereby the length shall be the same)
Length of Probation: _____ Probation Start Date: _____ Probation End Date: _____	

* Please refer to www.mom.gov.sg for more details on employment laws, leave benefits and soft copy of the KETs template.



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KETs Samples



Key Employment Terms

All fields are mandatory, unless they are not applicable

Issued on: 01/06/2015

All information accurate as of issuance date

Section A | Details of Employment

Company Name <i>Fourteen Concepts Pte Ltd</i>	Job Title, Main Duties and Responsibilities <i>Administrative Assistant – Filing, Customer service, basic administrative duties.</i>
Employee Name <i>Desires Loh</i>	<input checked="" type="checkbox"/> Full-Time Employment <input type="checkbox"/> Part-Time Employment
Employee NRIC/FIN <i>9A576543Z</i>	Duration of Employment <i>01/06/2015 – 31/05/2016 (1 year contract)</i>
Employment Start Date <i>01/06/2015</i>	Place of Work (if different from company's registered address)

Section B | Working Hours and Rest Days

Details of Working Hours • Mon – Fri: 9am – 6pm, Sat: 9am – 1pm • Lunch break 1 hr for Mon – Fri only. • Total working hours: 8 hrs (Mon – Fri), 4 hrs (Sat)	Number of Working Days Per Week <i>5.5 days per week</i>
	Rest Day Per Week (specify day) <i>1 day per week (Sunday)</i>

Section C | Salary

Salary Period <i>1st to 31st</i>	Date(s) of Salary Payment <i>2nd of every calendar month</i>														
<input type="checkbox"/> Hourly <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Fortnightly <input checked="" type="checkbox"/> Monthly	Date(s) of Overtime Payment <i>2nd of every calendar month</i>														
Overtime Payment Period (only if different from salary period)	Basic Salary (Per Period) <i>\$2,000.00</i>														
<input type="checkbox"/> Hourly <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Fortnightly <input type="checkbox"/> Monthly	Overtime Rate of Pay <i>1.5x hourly basic rate (\$15.80)</i>														
Fixed Allowances Per Salary Period	Fixed Deductions Per Salary Period														
<table border="1"> <thead> <tr> <th>Item</th> <th>Allowance (\$)</th> </tr> </thead> <tbody> <tr> <td><i>Uniform</i></td> <td><i>\$50.00</i></td> </tr> <tr> <td><i>Transport</i></td> <td><i>\$50.00</i></td> </tr> <tr> <td>Total Fixed Allowances</td> <td>\$100.00</td> </tr> </tbody> </table>	Item	Allowance (\$)	<i>Uniform</i>	<i>\$50.00</i>	<i>Transport</i>	<i>\$50.00</i>	Total Fixed Allowances	\$100.00	<table border="1"> <thead> <tr> <th>Item</th> <th>Deduction (\$)</th> </tr> </thead> <tbody> <tr> <td><i>CDAC</i></td> <td><i>\$1.00</i></td> </tr> <tr> <td>Total Fixed Deductions</td> <td>\$1.00</td> </tr> </tbody> </table>	Item	Deduction (\$)	<i>CDAC</i>	<i>\$1.00</i>	Total Fixed Deductions	\$1.00
Item	Allowance (\$)														
<i>Uniform</i>	<i>\$50.00</i>														
<i>Transport</i>	<i>\$50.00</i>														
Total Fixed Allowances	\$100.00														
Item	Deduction (\$)														
<i>CDAC</i>	<i>\$1.00</i>														
Total Fixed Deductions	\$1.00														
Other Salary-Related Components <i>Productivity incentive</i>	<input checked="" type="checkbox"/> CPF Contributions Payable (subject to prevailing CPF contribution rates)														

Section D | Leave and Medical Benefits

Types of Leave (applicable if service is at least 3 months)	Other Types of Leave (e.g. Paid Maternity Leave)
<input checked="" type="checkbox"/> Paid Annual Leave Per Year: (for 1st year of service) <u>14</u> (days/hrs)	<i>16 weeks Maternity Leave. Paid 16 weeks Maternity Leave if child is Singapore Citizen and employee is lawfully married to the child's father. The employee must have worked at least 90 days before child's birth.</i>
<input checked="" type="checkbox"/> Paid Outpatient Sick Leave Per Year: <u>14</u> (days/hrs)	<input checked="" type="checkbox"/> Paid Medical Examination Fee
<input checked="" type="checkbox"/> Paid Hospitalisation Leave Per Year: <u>60</u> (days/hrs)	Other Medical Benefits (optional, to specify)
<small>(Note that paid hospitalisation per year is inclusive of paid outpatient sick leave. Leave entitlement for part-time employees may be pro-rated based on hours.)</small>	

Section E | Others

Length of Probation: <u>1 month</u>	Notice Period for Termination of Employment (initiated by either party whereby the length shall be the same)
Probation Start Date: <u>01/06/2015</u>	<i>1 month notice or 1 month salary in lieu of notice</i>
Probation End Date: <u>30/06/2015</u>	

* Please refer to www.mom.gov.sg for more details on employment laws, leave benefits and soft copy of the KETs template.



Key Employment Terms

All fields are mandatory, unless they are not applicable

Issued on: 15/06/2015

All information accurate as of issuance date

Section A | Details of Employment

Company Name <i>XYZ Confectionary Pte Ltd</i>	Job Title, Main Duties and Responsibilities <i>Promoting sales and creating sales orders</i>
Employee Name <i>Roland Ng</i>	<input type="checkbox"/> Full-Time Employment <input checked="" type="checkbox"/> Part-Time Employment
Employee NRIC/FIN <i>S1122345K</i>	Duration of Employment <i>15/06/2015 – 14/06/2016</i>
Employment Start Date <i>15/06/2015</i>	Place of Work <i>Bedok Mall, #02-34m, Singapore 456789</i>

Section B | Working Hours and Rest Days

Details of Working Hours <i>• Mon – Sun: 10am – 4pm or 4pm – 10pm • 1 hr break • Total working hours: 5 hours per work day</i>	Number of Working Days Per Week <i>4 days per week</i> Rest Day Per Week (specify day) <i>On non-working days of the week</i>
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Section C | Salary

Salary Period <i>1st to 31st</i> <input type="checkbox"/> Hourly <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Fortnightly <input checked="" type="checkbox"/> Monthly	Date(s) of Salary Payment <i>3rd of every calendar month</i> Date(s) of Overtime Payment <i>3rd of every calendar month</i>																
Overtime Payment Period (only if different from salary period) <input type="checkbox"/> Hourly <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Fortnightly <input type="checkbox"/> Monthly	Basic Salary (Per Period) <i>\$6/hr</i> Overtime Rate of Pay <i>1.5x hourly basic rate (\$9.00)</i>																
Fixed Allowances Per Salary Period	Fixed Deductions Per Salary Period																
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Item	Allowance (\$)																
Total Fixed Allowances																	
Item	Deduction (\$)																
Total Fixed Deductions																	
Other Salary-Related Components <i>Sales Commission</i>	<input checked="" type="checkbox"/> CPF Contributions Payable (subject to prevailing CPF contribution rates)																

Section D | Leave and Medical Benefits

Types of Leave (applicable if service is at least 3 months) <input checked="" type="checkbox"/> Paid Annual Leave Per Year: <i>25.5</i> (days/hrs) (for 1st year of service) <input checked="" type="checkbox"/> Paid Outpatient Sick Leave Per Year: <i>50.9</i> (days/hrs) <input checked="" type="checkbox"/> Paid Hospitalisation Leave Per Year: <i>218.2</i> (days/hrs) <small>(Note that paid hospitalisation per year is inclusive of paid outpatient sick leave. Leave entitlement for part-time employees may be pro-rated based on hours.)</small>	Other Types of Leave (e.g. Paid Maternity Leave) <i>Refer to employee handbook</i> <input checked="" type="checkbox"/> Paid Medical Examination Fee Other Medical Benefits (optional, to specify)
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Section E | Others

Length of Probation: <i>N.A.</i>	Notice Period for Termination of Employment (initiated by either party whereby the length shall be the same) <i>1 week notice or 1 week salary in lieu of notice</i>
Probation Start Date: <i>N.A.</i>	
Probation End Date: <i>N.A.</i>	

* Please refer to www.mom.gov.sg for more details on employment laws, leave benefits and soft copy of the KETs template.



Key Employment Terms

All fields are mandatory, unless they are not applicable

Issued on: 02/01/2015

All information accurate as of issuance date

Section A | Details of Employment

Company Name <i>Xing Xing Food Stall</i>	Job Title, Main Duties and Responsibilities <i>Helper</i>
Employee Name <i>Tan Teck Song</i>	<input checked="" type="checkbox"/> Full-Time Employment <input type="checkbox"/> Part-Time Employment
Employee NRIC/FIN <i>S1234567K</i>	Duration of Employment <i>N.A.</i>
Employment Start Date <i>02/01/2015</i>	Place of Work (if different from company's registered address)

Section B | Working Hours and Rest Days

Details of Working Hours • <i>Tues - Sun: 4pm - 12am</i> • <i>Break 1 hr</i> • <i>Total Working hours: 7hrs</i>	Number of Working Days Per Week <i>6 days per week</i> Rest Day Per Week (specify day) <i>1 day per week (Monday)</i>
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Section C | Salary

Salary Period <i>Tuesday - Sunday</i> <input type="checkbox"/> Hourly <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Fortnightly <input type="checkbox"/> Monthly	Date(s) of Salary Payment <i>Every Sunday of the week</i> Date(s) of Overtime Payment <i>Every Sunday of the week</i>																
Overtime Payment Period (only if different from salary period) <i>N.A.</i> <input type="checkbox"/> Hourly <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Fortnightly <input type="checkbox"/> Monthly	Basic Salary (Per Period) <i>\$10/hr</i> Overtime Rate of Pay <i>1.5x hourly basic rate (\$15.00)</i>																
Fixed Allowances Per Salary Period	Fixed Deductions Per Salary Period																
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Item	Allowance (\$)																
Total Fixed Allowances																	
Item	Deduction (\$)																
Total Fixed Deductions																	
Other Salary-Related Components	<input checked="" type="checkbox"/> CPF Contributions Payable (subject to prevailing CPF contribution rates)																

Section D | Leave and Medical Benefits

Types of Leave (applicable if service is at least 3 months) <input checked="" type="checkbox"/> Paid Annual Leave Per Year: <i>7</i> (days/prs) (for 1st year of service) <input checked="" type="checkbox"/> Paid Outpatient Sick Leave Per Year: <i>14</i> (days/prs) <input checked="" type="checkbox"/> Paid Hospitalisation Leave Per Year: <i>60</i> (days/prs)	Other Types of Leave (e.g. Paid Maternity Leave) <input checked="" type="checkbox"/> Paid Medical Examination Fee Other Medical Benefits (optional, to specify)
<small>(Note that paid hospitalisation per year is inclusive of paid outpatient sick leave. Leave entitlement for part-time employees may be pro-rated based on hours.)</small>	

Section E | Others

Length of Probation: <i>N.A.</i>	Notice Period for Termination of Employment (initiated by either party whereby the length shall be the same) <i>1 month notice or 1 month salary in lieu of notice</i>
Probation Start Date: <i>N.A.</i>	
Probation End Date: <i>N.A.</i>	

* Please refer to www.mom.gov.sg for more details on employment laws, leave benefits and soft copy of the KETs template.

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A Guide to Filling in KETs



A Guide to Filling in KETs

Key Employment Terms

Issued on: DD/MM/YYYY

All fields are mandatory, unless they are not applicable

All information accurate as of Issuance Date

Section A Details of Employment	
Company Name	Job Title, Main Duties and Responsibilities
Employee Name	<input type="checkbox"/> Full-Time Employment <input type="checkbox"/> Part-Time Employment
Employee NRIC/FIN	Duration of Employment (only for employees on fixed term contract)
Employment Start Date	Place of Work (if different from company's registered address)
Section B Working Hours and Rest Days	
Details of Working Hours e.g.: • Start & End Time (Weekday & Weekend) • Break Hours • Total Working Hours (excluding break hours)	Number of Working Days Per Week Rest Day Per Week (specify day)
Section C Salary	
Salary Period <input type="checkbox"/> Hourly <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Fortnightly <input type="checkbox"/> Monthly	Date(s) of Salary Payment Date(s) of Overtime Payment
Overtime Payment Period (only if different from salary period) <input type="checkbox"/> Hourly <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Fortnightly <input type="checkbox"/> Monthly	Basic Salary (Per Period) (specify hourly rate if on part-time employment) Overtime Rate of Pay (only if working hours more than 8 hours a day or 44 hours a week)
Fixed Allowances Per Salary Period Item Allowance (\$)	Fixed Deductions Per Salary Period Item Deduction (\$)
Total Fixed Allowances	Total Fixed Deductions
Other Salary-Related Components	<input type="checkbox"/> CPF Contributions Payable (Subject to prevailing CPF contribution rates)
Section D Leave and Medical Benefits	
Types of Leave (applicable if service is at least 3 months) <input type="checkbox"/> Paid Annual Leave _____ (days/hrs) Per Year: (for 1st year of service) <input type="checkbox"/> Paid Outpatient Sick Leave Per Year: _____ (days/hrs) <input type="checkbox"/> Paid Hospitalisation Leave Per Year: _____ (days/hrs)	Other Types of Leave (e.g. Paid Maternity Leave) <input type="checkbox"/> Paid Medical Examination Fee Other Medical Benefits (optional, to specify)
<small>(Note that paid hospitalisation per year is inclusive of self-employment sick leave. Leave entitlement for part-time employees may be divided based on hours.)</small>	
Section E Others	
Length of Probation: _____ Probation Start Date: _____ Probation End Date: _____	Notice Period for Termination of Employment (initiated by either party whereby the length shall be the same)

* Please refer to www.mom.gov.sg for more details on employment laws, leave benefits and soft copy of the KETs template.

This refers to the agreed contractual working hours. Your employee's working hours cannot exceed 12 hours a day or 44 hours a week. This may be different for shift workers as long as the average hours worked over any continuous 3-week period does not exceed 44 hours a week. These hours of work do not include break time for tea/meals, rest and overtime hours.

You can choose to pay your employees at the end of each working day or on a weekly, fortnightly or monthly basis.

You should pay your employees once a month and within 7 days after the end of the salary period. You should also pay your employee his overtime pay within 14 days after his overtime payment period.

Besides basic wages and overtime pay, cash incentives, allowances, commissions and bonuses are subject to CPF contributions.

Refer to www.mom.gov.sg for Employment Act (EA) statutory leave entitlements and Child Development Co-Savings Act (CDCSA) family-related leave entitlements for both full-time and part-time employees.

If your employee works less than 35 hours per week, he will be considered a part-time employee.

Your employee is entitled to one rest day a week without pay. This rest day can be Sunday or any other day as determined by the employer. If you need your employee to work on a rest day, you must seek your employee's agreement and pay your employee two days of salary if he works more than half of the daily contracted working hours.

Your employee's basic salary excludes his allowances and overtime pay.

When your employee works more than his contractual working hours, he should be paid overtime, at least 1.5x his hourly basic rate. Your employees are not allowed to work more than 12 hours a day or 72 hours overtime in a month.

You cannot deduct more than 50% of your employee's salary for fixed or once-off deductions.

You must pay your employee's medical consultation fees if he has worked for 3 months and more.

You or your employee may terminate the contract by giving notice to each other. The notice period should be the same for both of you. If the notice period is not fixed, the default periods in the EA will apply. You or your employee can also choose to pay salary in place of the notice period.



Itemised Pay Slips Template & Sample

Tear along dotted line
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

Pay Slip for _____ to _____

Name of Employer

Name of Employee

Item	Amount
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Basic Pay	(A)
-----------	-----

Total Allowances <i>(Breakdown shown below)</i>	(B)
----------------------------------------------------	-----

Total Deductions <i>(Breakdown shown below)</i>	(C)
----------------------------------------------------	-----

Employee's CPF deduction:

Date of Payment

Mode of Payment

Cash / Cheque / Bank Deposit

Overtime Details*

Overtime Payment Period(s)	
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Overtime Hours Worked	
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Total Overtime Pay	(D)
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Item	Amount
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Other Additional Payments <i>(Breakdown shown below)</i>	(E)
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Net Pay (A+B-C+D+E)	
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Employer's CPF Contributions	
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Itemised Pay Slip Sample

Pay Slip for 1 Jan 2015 to 31 Jan 2015

Name of Employer		
ABC Pte Ltd		
Name of Employee		
Tan Ah Kow		
Item	Amount	
Basic Pay	\$2000	(A)
Total Allowances <i>(Breakdown shown below)</i>	\$500	(B)
Transport	\$300	
Uniform	\$200	
Total Deductions <i>(Breakdown shown below)</i>	\$1315	(C)
Employer's CPF deduction	\$1115	
Advanced Loan	\$200	
Date of Payment		
5 Feb 2015		
Mode of Payment		
Cash / Cheque / Bank Deposit		
Overtime Details*		
Overtime Payment Period(s)	1 Jan 2015 to 31 Jan 2015	
Overtime Hours Worked	5	
Total Overtime Pay	\$78.70	(D)
Item	Amount	
Other Additional Payments <i>(Breakdown shown below)</i>	\$3000	(E)
Annual Bonus	\$3000	
Net Pay (A+B-C+D+E)	\$4263.70	
Employer's CPF Contributions	\$949	

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Requirements for KETs



Requirements for KETs



Employers must issue KETs to their employees.

Who to issue to

- Newly employed on or after 1 April 2016;
- Covered by the Employment Act*; and
- Employed for a continuous period of 14 days or more.

When to issue

- Within 14 days from the start of employment

Format

- Soft or hard copy
- Common key employment terms (e.g. leave policy that applies to a group of employees) can be provided in an employee handbook or company intranet

* As a rule of thumb, if your employee earns up to \$4,500/month, and is not a domestic worker, public servant or seafarer, it is likely that he/she is covered.



KETs must include the items below, unless an item is not applicable.

For example, if the employee is a PME and overtime pay does not apply to him/her, the KETs issued to him/her need not include #11-#12.

- 1 Full name of employer
- 2 Full name of employee
- 3 Job title, main duties and responsibilities
- 4 Date of start of employment
- 5 Duration of employment
(If employee is on fixed-term contract)
- 6 Working arrangements
 - Daily working hours (e.g. 8.30am – 6.00pm);
 - Number of working days per week (e.g. six); and
 - Rest day (e.g. Saturday)
- 7 Salary period
(What dates the payment is for)
- 8 Basic salary
For hourly, daily or piece-rated workers, employers should also indicate the basic rate of pay (e.g. \$10 per hour, day or piece)
- 9 Fixed allowances
Per salary period
- 10 Fixed deductions
Per salary period
- 11 Overtime payment period
(If different from #7)
- 12 Overtime rate of pay
- 13 Other salary-related components
(e.g. bonuses, incentives)
- 14 Leave entitlements
Leave entitlements (e.g. annual leave, outpatient sick leave, hospitalisation leave, maternity leave, childcare leave)
- 15 Medical benefits
(e.g. insurance, medical/dental benefits)
- 16 Probation period
- 17 Notice period



Requirements for Itemised Pay Slips

Requirements for Itemised Pay Slips

Employers must issue itemised pay slips to all their employees covered by the Employment Act*.

When to issue

- At least once a month
- Give it together with payment to employee
- If unable to give together, to be given within three working days of payment
- In the case of termination/dismissal, give the pay slip together with outstanding salary

Format

- Soft or hard copy
- Must be able to produce on MOM's request

Employers must keep a record of all pay slips issued.

Format

- Soft or hard copy

Period to keep

- For current employees: Latest two years
- For ex-employees: Latest two years, to be kept for one year after the employee leaves employment

* As a rule of thumb, if your employee earns up to \$4,500/month, and is not a domestic worker, public servant or seafarer, it is likely that he/she is covered.

Pay slips must include the items below, unless an item is not applicable.

For example, if overtime pay does not apply to a PME employee, his pay slip need not include #9-#11. For consolidated pay slips, each pay slip should contain details of all payments made since the last pay slip.

- 1 Full name of employer**
- 2 Full name of employee**
- 3 Date of payment**
(Or dates, if the pay slip consolidates multiple payments)
- 4 Basic salary for each salary period**
For hourly, daily or piece-rated workers, indicate all of the following:
(a) the basic rate of pay (e.g. \$X per hour)
(b) the total number of hours or days worked, or pieces produced within each salary period.
- 5 Start and end date of salary period**
- 6 Allowances paid for salary period such as**
• All fixed allowances (e.g. transport)
• All ad-hoc allowances (e.g. one-off uniform allowance)
- 7 Any other additional payment for each salary period, such as**
• Bonuses
• Rest day pay
• Public holiday pay
- 8 Deductions made for each salary period, such as**
• All fixed deductions (e.g. employee's CPF Contributions)
• All ad-hoc deductions (e.g. deductions for no-pay leave, absence from work)
- 9 Overtime hours worked**
- 10 Overtime pay**
For each overtime payment period
- 11 Start and end date of overtime payment period**
(If different from #5)
- 12 Net salary paid for each salary period**



Where to Seek Further Assistance

Employers who need further assistance may approach Singapore National Employers Federation (SNEF) at the following hotline: (65) 6290 7692. They may also approach the Business Advisors at any of the SME Centres listed below and on the next page.

SME CENTRE@ASME

167 Jalan Bukit Merah, Tower 4 #03-13, Singapore 150167

(65) 6513 0388

enquiries@smecentre-asme.sg

SME CENTRE@SCCCI

47 Hill Street #09-00, Singapore 179365

(65) 6337 8381

enquiry@smecentre-sccci.sg

SME CENTRE@SICCI

SICCI Building, 31 Stanley Street, Singapore 068740

(65) 6508 0147

sme@smecentre-sicci.sg

SME CENTRE@SMCCI

15 Jalan Pinang, Singapore 199147

(65) 6293 3822

gadvisory@smecentre-smcci.sg

SME CENTRE@SMF

2985 Jalan Bukit Merah, Singapore 159457

(65) 6826 3020

query@smecentre-smf.sg

SME CENTRE@NorthWest

North West Community Development Council, Woodlands Civic Centre
900 South Woodlands Drive, #04-07, Singapore 730900

(65) 6248 5518

northwest@smecentre-smf.sg

SME CENTRE@NorthEast

North East Community Development Council, NTUC Income Tampines Junction,
300 Tampines Ave 5, #06-01, Singapore 529653

(65) 6424 4000

northeast@smecentre-asme.sg

SME CENTRE@Central

Central Singapore Community Development Council, HDB Hub Bizthree
490 Lorong 6 Toa Payoh, #07-11, Singapore 310490

(65) 6715 7580

central@smecentre-sccci.sg

SME CENTRE@SouthEast

South East Community Development Council, Singapore Post Centre,
10 Eunos Road 8, #12-01, Singapore 408600

(65) 6243 8753

southeast@smecentre-asme.sg

SME CENTRE@SouthWest

South West Community Development Council, The JTC Summit
8 Jurong Town Hall Road, #03-11 Singapore 609434

(65) 6316 1616

southwest@smecentre-smf.sg



Where to Seek Further Assistance

SME CENTRE@**Ang Mo Kio**

Ang Mo Kio Community Centre
#03-03, 795 Ang Mo Kio Avenue 1, Singapore 569976

(65) 6337 8381

enquiry@smecentre-sccci.sg

SME CENTRE@**Changi-Simei**

Changi Simei Community Club
10 Simei Street 2, Singapore 529915

(65) 6513 0388

changisimei@smecentre-asme.sg

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