

PAYROLL AUTHORIZATION

工资单授权

First Name: 名字:	Last Name: 姓:	Position: 职务:
Department: 部门:	Employee No: 员工编号:	Starting Date: 到职日期:
To be completed by the Human Resources Department 以下内容由人力资源部填写		
Basic Salary: 基本工资:		
Telephone Allowances: 电话费津贴:		
Car Allowances: 车费津贴:		
Laundry Allowances: 洗熨津贴:		
Living Allowances: 生活津贴:		
Transportation Allowances: 交通津贴:		
Status: 身份:		
Accommodation: 住宿:		
Others: 其它:		
Total: 总计:		
Date: 日期:		
..... H.R. Manager 人力资源部经理		

Remarks 备注

..... Financial Accountant 财务会计 Date 日期: General Manager 总经理 Date 日期:
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