

**BUTIR-BUTIR GAJI DAN ELAUN/DETAILS OF WAGES AND ALLOWANCES**  
**TEMPOH GAJI/WAGES PERIOD** \_\_\_\_\_ **HINGGA/UNTIL** \_\_\_\_\_  
**Kaedah 3(c) dan 8 Kaedah-Kaedah Buruh (Sarawak) 2009 / Rule 3(c) and 8 of Labour Rules (Sarawak) 2009**

**Nama dan Alamat Majikan :**  
*Name and Address of Employer :* \_\_\_\_\_

**Nama/Name :** \_\_\_\_\_ **No. K.P./Pasport/I.C./Passport No. :** \_\_\_\_\_

**No. Rujukan Pekerja/Employee Reference No. :** \_\_\_\_\_

**Butir-butir Gaji dan Elaun/Details of Wages and Allowances**

<b>1</b>	<b>Gaji</b> <i>Wages</i>	RM _____	<b>Sehari</b> <i>Per Day</i>	atau RM _____	<b>Sebulan</b> <i>Per Month</i>	RM _____
<b>2</b>	<b>Jumlah Bilangan Hari/Jam Kerja</b> <i>Total Number of Days/Hour Work</i>	_____	<b>Hari</b> <i>Day</i>	dan _____	<b>Jam Sehari</b> <i>Hour Per Day</i>	*(RM _____)
<b>3</b>	<b>Kerja Lebih Masa Hari Biasa</b> <i>Overtime on Normal Day</i>	_____	<b>Jam</b> <i>Hour</i>	RM _____	<b>Sejam</b> <i>Per Hour</i>	RM _____
<b>4</b>	<b>Hari Rehat Mingguan</b> <i>Weekly Rest Day</i>	_____	<b>Hari</b> <i>Day</i>	RM _____	<b>Sehari</b> <i>Per Day</i>	RM _____
<b>5</b>	<b>Kerja Lebih Masa Hari Mingguan</b> <i>Overtime on Weekly Rest Day</i>	_____	<b>Jam</b> <i>Hour</i>	RM _____	<b>Sejam</b> <i>Per Hour</i>	RM _____
<b>6</b>	<b>Hari Kelepasan</b> <i>Public Holiday</i>	_____	<b>Hari</b> <i>Day</i>	RM _____	<b>Sehari</b> <i>Per Day</i>	RM _____
<b>7</b>	<b>Kerja Lebih Masa Hari Kelepasan</b> <i>Overtime on Public Holiday</i>	_____	<b>Jam</b> <i>Hour</i>	RM _____	<b>Sejam</b> <i>Per Hour</i>	RM _____
<b>8</b>	<b>Gaji Ganti Cuti Tahunan</b> <i>Wages in lieu of Annual Leave</i>	_____	<b>Hari</b> <i>Day</i>	RM _____	<b>Sehari</b> <i>Per Day</i>	RM _____
<b>9</b>	<b>Gaji Ganti Cuti Sakit</b> <i>Wages in lieu of Sick Leave</i>	_____	<b>Hari</b> <i>Day</i>	RM _____	<b>Sehari</b> <i>Per Day</i>	RM _____
<b>10</b>	<b>Elaun-elaun Lain (Nyatakan)</b> <i>Other Allowances (Specicfy)</i>	_____		RM _____		RM _____
					<b>Jumlah/Total</b>	<b>RM _____</b>

\*Kadar Gaji Sehari/Ordinary Rate of Pay

<b>11</b>	<b>Pendahuluan Diberi/Advances Given</b>	RM _____
<b>12</b>	<b>Potongan/Deductions</b>	
(a)	<b>KWSP/EPF</b>	RM _____
(b)	<b>PERKESO/SOCSO</b>	RM _____
(c)	<b>Pembayaran Balik Pendahuluan/Repayment of Advances</b>	RM _____
(d)	<b>Cukai Pendapatan/Income Tax</b>	RM _____
(e)	<b>Baitumal</b>	RM _____
(f)	<b>Lain-Lain/Others</b>	RM _____
	<b>Jumlah/Total</b>	RM _____

**Baki/Balance :** RM \_\_\_\_\_

**13 Caruman Majikan/Employer's Contribution**

(a)	<b>KWSP/EPF</b>	RM _____
(b)	<b>PERKESO/SOCSO</b>	RM _____

**Butir-butir Hari Kelepasan, Cuti Tahunan dan Cuti Sakit yang Diberi/Details of Holidays, Annual Leave and Sick Leave Granted**

(a)	<b>Hari Kelepasan/Paid Holidays</b>	_____	<b>Hari/Day</b>
(b)	<b>Cuti Tahunan/Annual Leave</b>	_____	<b>Hari/Day</b>
(c)	<b>Cuti Sakit/Sick Leave</b>	_____	<b>Hari/Day</b>

**Saya akui bahawa butir-butir di atas adalah betul dan saya telah menerima baki gaji bersih pada hari ini.**  
*I hereby acknowledge that all the particulars stated above are correct and that I have received the balance of wages on this day.*

**Tandatangan Pekerja :**  
*Signature of Employee* \_\_\_\_\_

**Tarikh :**  
**Date :** \_\_\_\_\_