

# MONTHLY SALARY STATEMENT - FEBRUARY 2020

AL-BALAGH OIL & GAS

Doha, Qatar, saudi



| MONTHLY SALARY STATEMENT - WORKER |               |                |      |              |                 |        |                  |        |                 |                |                 |            |
|-----------------------------------|---------------|----------------|------|--------------|-----------------|--------|------------------|--------|-----------------|----------------|-----------------|------------|
| Employee ID                       | Employee Name | Basic          | Days | Earned Basic | Normal OT @ USD |        | Holiday OT @ USD |        | Total OT Amount | Other Addition | Other Deduction | Net Amount |
|                                   |               |                |      |              | Hours           | Amount | Hours            | Amount |                 |                |                 |            |
| Bank                              |               |                |      |              |                 |        |                  |        |                 |                |                 |            |
| Paid                              |               |                |      |              |                 |        |                  |        |                 |                |                 |            |
| OILGAS011542                      | TEST ZERO SAL | 6,000.00       | 0    | 0.00         | 0               | 0.00   | 0                | 0.00   | 0.00            | 2,000.00       | 300.00          | 1,700.00   |
|                                   |               | Subtotal(Paid) |      | 0.00         | 0               | 0.00   | 0                | 0.00   | 0.00            | 2,000.00       | 300.00          | 1,700.00   |
|                                   |               | Grand Total    |      | 0.00         | 0               | 0.00   | 0                | 0.00   | 0.00            | 2,000.00       | 300.00          | 1,700.00   |

| LEAVE SETTLEMENT |               |                     |      |              |                 |        |                  |        |                 |                   |                |                |               |              |                |            |
|------------------|---------------|---------------------|------|--------------|-----------------|--------|------------------|--------|-----------------|-------------------|----------------|----------------|---------------|--------------|----------------|------------|
| Employee ID      | Employee Name | Basic               | Days | Earned Basic | Normal OT @ USD |        | Holiday OT @ USD |        | Total OT Amount | Air Ticket Amount | Other Addition | Other Deductio | Eligible Days | Leave Salary | Previous Month | Net Amount |
|                  |               |                     |      |              | Hours           | Amount | Hours            | Amount |                 |                   |                |                |               |              |                |            |
| Cash             |               |                     |      |              |                 |        |                  |        |                 |                   |                |                |               |              |                |            |
| Confirmed        |               |                     |      |              |                 |        |                  |        |                 |                   |                |                |               |              |                |            |
| OILGAS011475     | LS NET EMP    | 1,500.00            | 29   | 1,500.00     | 0               | 0.00   | 0                | 0.00   | 0.00            | 0.00              | 0.00           | 0.00           | 21.00         | 1,050.00     | 0.00           | 1,050.00   |
|                  |               | Subtotal(Confirmed) |      | 1,500.00     | 0               | 0.00   | 0                | 0.00   | 0.00            | 0.00              | 0.00           | 0.00           | 21.00         | 1,050.00     | 0.00           | 1,050.00   |
|                  |               | Grand Total Amount  |      | 1,500.00     | 0               | 0.00   | 0                | 0.00   | 0.00            | 0.00              | 0.00           | 0.00           | 21.00         | 1,050.00     | 0.00           | 1,050.00   |

| END OF SERVICE SETTLEMENT |               |                   |      |              |                 |        |                  |        |                 |            |                |                |                   |              |                   |                 |                |            |
|---------------------------|---------------|-------------------|------|--------------|-----------------|--------|------------------|--------|-----------------|------------|----------------|----------------|-------------------|--------------|-------------------|-----------------|----------------|------------|
| Employee ID               | Employee Name | Basic             | Days | Earned Basic | Normal OT @ USD |        | Holiday OT @ USD |        | Total OT Amount | Air Ticket | Other Addition | Other Deductio | Eligible Days for | Leave Salary | Eligible Days for | Gratuity Amount | Previous Month | Net Amount |
|                           |               |                   |      |              | Hours           | Amount | Hours            | Amount |                 |            |                |                |                   |              |                   |                 |                |            |
| Bank                      |               |                   |      |              |                 |        |                  |        |                 |            |                |                |                   |              |                   |                 |                |            |
| Confirm Pending           |               |                   |      |              |                 |        |                  |        |                 |            |                |                |                   |              |                   |                 |                |            |
| OILGAS011599              | TEST MESS END | 6,000.00          | 15   | 3,103.00     | 0               | 0.00   | 0                | 0.00   | 0.00            | 0.00       | 0.00           | 100.00         | 6.00              | 1,200.00     | 0.00              | 0.00            | 5,800.00       | 10,003.00  |
|                           |               | Subtotal(Pending) |      | 3,103.00     | 0               | 0.00   | 0                | 0.00   | 0.00            | 0.00       | 0.00           | 100.00         | 6.00              | 1,200.00     | 0.00              | 0.00            | 5,800.00       | 10,003.00  |
|                           |               | Grand Total       |      | 3,103.00     | 0               | 0.00   | 0                | 0.00   | 0.00            | 0.00       | 0.00           | 100.00         | 6.00              | 1,200.00     | 0.00              | 0.00            | 5,800.00       | 10,003.00  |

## STATEMENT SUMMARY

| EMPLOYEE COUNT                              |                 |           |
|---|-----------------|-----------|
| Bank  |                 |           |
| Description                                 | Human Resources | Net Total |
| Total Employee# (Monthly Salary)            | 1               | 1         |
| Total Employee# (Leave Settlement)          | 0               | 0         |
| Total Employee# (End of Service Settlement) | 1               | 1         |
| Cash  |                 |           |
| Description                                 | Human Resources | Net Total |
| Total Employee# (Monthly Salary)            | 0               | 0         |
| Total Employee# (Leave Settlement)          | 1               | 1         |
| Total Employee# (End of Service Settlement) | 0               | 0         |
| <b>Total Employee#</b>                      | <b>3</b>        | <b>3</b>  |

| SALARY                              |                 |                 |
|-------------------------------------|-----------------|-----------------|
| Bank                                |                 |                 |
| Description                         | Human Resources | Net Total       |
| Total Amount (Basic Salary)         | 3,103.00        | 3,103.00        |
| Total Amount (Normal OT)            | 0.00            | 0.00            |
| Total Amount (Holiday OT)           | 0.00            | 0.00            |
| <b>Additions</b>                    |                 |                 |
| Total Amount (Other Additions)      | 2,000.00        | 2,000.00        |
| <b>Total Amount(All Additions)</b>  | <b>2,000.00</b> | <b>2,000.00</b> |
| <b>Deductions</b>                   |                 |                 |
| Total Amount (Other Deductions)     | 400.00          | 400.00          |
| <b>Total Amount(All Deductions)</b> | <b>400.00</b>   | <b>400.00</b>   |
| Cash                                |                 |                 |
| Description                         | Human Resources | Net Total       |
| Total Amount (Basic Salary)         | 1,500.00        | 1,500.00        |
| Total Amount (Normal OT)            | 0.00            | 0.00            |
| Total Amount (Holiday OT)           | 0.00            | 0.00            |
| <b>Additions</b>                    |                 |                 |
| Total Amount (Other Additions)      | 0.00            | 0.00            |
| <b>Total Amount(All Additions)</b>  | <b>0.00</b>     | <b>0.00</b>     |
| <b>Deductions</b>                   |                 |                 |
| Total Amount (Other Deductions)     | 0.00            | 0.00            |
| <b>Total Amount(All Deductions)</b> | <b>0.00</b>     | <b>0.00</b>     |

| NET SUMMARY                     |                 |           |
|---------------------------------|-----------------|-----------|
| Bank                            |                 |           |
| Description                     | Human Resources | Net Total |
| Total Amount (Monthly Salary)   | 1,700.00        | 1,700.00  |
| Total Amount (Leave Settlement) | 0.00            | 0.00      |

|  |  |           |
|--|--|-----------|
| Total Amount (End of Service Settlement) | 10,003.00  | 10,003.00 |
| Net Amount                               | 11,703.00  | 11,703.00 |
| Amount in Words                          | ELEVEN THOUSAND SEVEN HUNDRED AND THREE DOLLARS ONLY |           |
| Cash                                     |  |           |
| Description                              | Human Resources                                      | Net Total |
| Total Amount (Monthly Salary)            | 0.00   | 0.00      |
| Total Amount (Leave Settlement)          | 1,050.00   | 1,050.00  |
| Total Amount (End of Service Settlement) | 0.00   | 0.00      |
| Net Amount                               | 1,050.00   | 1,050.00  |
| Amount in Words                          | ONE THOUSAND AND FIFTY DOLLARS ONLY                  |           |