

Attendance-linked Payroll Register

Month: June 2024

Employee ID	Employee Name	Designation	Days Present	Days Absent	Basic Salary	Allowances	Deductions	Net Payable	Signature
EMP001	Alice Kumar	Manager	24	2	₹70,000	₹10,000	₹6,000	₹74,000	
EMP002	Ravi Singh	Executive	26	0	₹35,000	₹5,000	₹2,000	₹38,000	
EMP003	Sonia Verma	Accountant	22	4	₹28,000	₹3,000	₹4,800	₹26,200	
EMP004	Mohit Desai	Support	25	1	₹20,000	₹2,000	₹1,800	₹19,200	

Important Notes:

- This register is based on actual attendance for the payroll period.
- Salary and deductions are prorated based on days present and absent.
- Employees must verify and sign for their records.
- Retain for internal audit and labour compliance purposes.
- Any discrepancies must be reported within 3 working days.