

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	â,170,000	â,110,000	â,16,000	â,174,000	
EMP002	Ravi Singh	Executive	26	0	â,135,000	â,15,000	â,12,000	â,138,000	
EMP003	Sonia Verma	Accountant	22	4	â,128,000	â,13,000	â,14,800	â,126,200	
EMP004	Mohit Desai	Support	25	1	â,120,000	â,12,000	â,1800	â,121,200	

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.