

Monthly Payroll Summary

Company Name: ABC Industries Ltd.

Month: June 2024

Prepared By: HR Department

Department: Administration

Employee ID	Name	Designation	Basic Salary	Allowances	Deductions	Net Pay	Signature
ADM001	Alice Johnson	Manager	45,000	5,000	2,000	48,000	
ADM002	Bob Smith	Assistant	28,000	3,000	1,200	29,800	

Department: Sales

Employee ID	Name	Designation	Basic Salary	Allowances	Deductions	Net Pay	Signature
SA001	Maria Lee	Sales Lead	37,000	6,000	1,500	41,500	
SA002	James Duck	Sales Executive	24,000	2,500	800	25,700	

Important Notes:

- This payroll format summarizes employee-wise salary details for each department.
- Ensure all calculation components (salary, allowances, deductions) are verified before finalization.
- Employee signatures are required for acknowledgement of receipt.
- Payroll information should be kept confidential and securely filed.