

# 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.