

# Standard Monthly Payroll Register

Company Name: [XYZ Corporation]

Month: [June 2024]

Employee ID	Name	Designation	Department	Days Worked	Basic Salary	Allowances	Deductions	Net Pay	Signature
EMP001	John Doe	Accountant	Finance	22	40,000	5,000	2,000	43,000	
EMP002	Jane Smith	HR Manager	Human Resources	21	50,000	6,000	2,500	53,500	
EMP003	Sam Lee	IT Support	IT	20	35,000	4,000	1,500	37,500	

## Important Notes:

- This document serves as an official payroll record for the specified month.
- Please ensure all employee details and payroll figures are double-checked for accuracy.
- Employee signatures are required as proof of salary receipt.
- Retain this register for audit and statutory compliance purposes.