

# Editable Pay Sheet Format for Wage Disbursement

**Organization Name:** \_\_\_\_\_  
**Location:** \_\_\_\_\_  
**Pay Period:** From \_\_\_\_\_ To \_\_\_\_\_  
**Date of Disbursement:** \_\_\_\_\_

Sr. No.	Employee Name	Employee ID	Designation	Days Worked	Basic Wage	Allowances	Deductions	Net Pay	Signature / Thumb
1	John Doe	E001	Operator	26	12,000	1,500	200	13,300	
2	Jane Smith	E002	Helper	24	10,000	1,200	150	11,050	

\_\_\_\_\_  
Prepared By

\_\_\_\_\_  
Checked By

\_\_\_\_\_  
Authorized By

## Important Notes

- This pay sheet must be completed and approved before wage disbursement.
- All employee details and pay figures are to be checked for accuracy.
- Obtain employee signatures or thumb impressions upon receipt of payment.
- Retain this document as part of payroll records for statutory compliance.
- Any corrections should be initialed and dated by the authorized personnel.