

Wage Distribution Employee Pay Sheet

Company Information

Company Name	Acme Manufacturing Ltd.
Department	Production
Pay Period	01-Jun-2024 to 15-Jun-2024
Prepared By	Jane Doe
Date Prepared	15-Jun-2024

Employee Wage Distribution

#	Employee Name	Employee ID	Job Title	Total Days	Basic Wage	Allowances	Deductions	Net Pay	Signature
1	Alice Brown	EMP001	Assembler	14	15,400	2,000	500	16,900	
2	John Smith	EMP002	Technician	13	16,500	1,500	600	17,400	
3	Maria Lopez	EMP003	Supervisor	15	18,000	2,500	700	19,800	
4	Sunil Patel	EMP004	Machinist	14	15,800	1,800	550	17,050	

Total Employees: 4

Total Net Pay: 71,150

Important Notes

- This wage pay sheet should be reviewed and authorized by the department head before distribution.
- Employees should verify the entries and sign against their respective names upon receiving payment.
- Any discrepancies in wage calculation must be reported immediately to the payroll officer for correction.
- This document serves as proof of wage distribution and must be stored securely for record-keeping and audit purposes.