

Department-Wise Payroll Overview Sheet

Payroll Summary - June 2024

Department	Total Employees	Base Salary	Allowances	Deductions	Net Payroll
Human Resources	15	\$45,000	\$3,750	\$2,150	\$46,600
Finance	20	\$70,000	\$5,600	\$4,500	\$71,100
IT	18	\$81,000	\$6,200	\$3,900	\$83,300
Sales	25	\$62,500	\$4,800	\$5,200	\$62,100
Operations	12	\$36,000	\$2,900	\$1,800	\$37,100
Total	90	\$294,500	\$23,250	\$17,550	\$300,200

Important Notes:

- Ensure all payroll data is accurate before final approval and disbursement.
- Regularly update employee records for correct calculation of salaries and deductions.
- Deductions may include taxes, benefits, and other withholdings as per company policy.
- Maintain confidentiality of payroll information to protect employee privacy.
- Consult with the Finance department for any discrepancies or exceptional cases.