

# Monthly Payroll Summary

Company Name: Sample Company Ltd.

Payroll Month: June 2024

Employee ID	Employee Name	Department	Gross Salary	Deductions	Net Pay
EMP001	Jane Smith	Finance	4,500.00	500.00	4,000.00
EMP002	John Doe	Operations	3,800.00	350.00	3,450.00
EMP003	Lisa Kim	Marketing	4,200.00	400.00	3,800.00
<strong>Totals</strong>			<strong>12,500.00</strong>	<strong>1,250.00</strong>	<strong>11,250.00</strong>

## Summary

**Total Employees:** 3

**Total Gross Salary:** 12,500.00

**Total Deductions:** 1,250.00

**Total Net Pay:** 11,250.00

## Important Notes:

- Ensure all employee details and salary data are up to date for accuracy.
- Gross salary includes basic pay, allowances, and bonuses before any deductions.
- Deductions may include tax, insurance, pension, or other withholdings as per company policy.
- Always maintain confidentiality and secure access to payroll information.
- Regularly reconcile payroll records with bank statements and statutory filings.