

Employee-wise Payroll Reconciliation Sheet

Company Name:	ABC Pvt. Ltd.	Month:	May 2024
Prepared By:	Sarah Johnson	Department:	Payroll

Payroll Reconciliation Summary

Employee ID	Name	Department	Gross Salary	Deductions	Net Pay (As per Payslip)	Net Pay (As per Bank)	Difference	Remarks
1001	Ankit Sharma	Sales	â,150,000	â,15,200	â,144,800	â,144,800	â,10	
1002	Riya Verma	Finance	â,162,000	â,16,000	â,156,000	â,156,000	â,10	
1003	Amit Patel	IT	â,158,000	â,15,500	â,152,500	â,152,200	-â,1300	Bank charges
1004	Neha Singh	HR	â,148,000	â,15,000	â,143,000	â,143,000	â,10	
1005	Vishal Rao	Marketing	â,155,000	â,14,900	â,150,100	â,150,100	â,10	

Prepared By:	_____	Date:	_____
Checked By:	_____	Date:	_____

- Important Notes:**
- This sheet is prepared for the reconciliation of payroll processed and actual disbursed to employees via bank.
 - All differences must be explained and resolved with proper remarks and supporting documents.
 - Ensure timely completion and approval to avoid payroll discrepancies and compliance issues.
 - Retain this document for audit and internal control purposes.