

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	₹150,000	₹15,200	₹144,800	₹144,800	₹0	
1002	Riya Verma	Finance	₹162,000	₹16,000	₹156,000	₹156,000	₹0	
1003	Amit Patel	IT	₹158,000	₹15,500	₹152,500	₹152,200	-₹300	Bank charges
1004	Neha Singh	HR	₹148,000	₹15,000	₹143,000	₹143,000	₹0	
1005	Vishal Rao	Marketing	₹155,000	₹14,900	₹150,100	₹150,100	₹0	

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.