

Monthly Payroll Approval Document

Document No.: PR-2024-06-001

Month: June 2024

Department: Human Resources

Payroll Summary

| Employee ID | Employee Name | Position | Basic Salary | Allowances | Deductions | Net Pay |
|-------------|---------------|--------------|--------------|------------|------------|---------|
| EMP001 | John Doe | Manager | \$4,000 | \$500 | \$300 | \$4,200 |
| EMP002 | Jane Smith | Accountant | \$2,800 | \$250 | \$110 | \$2,940 |
| EMP003 | Michael Lee | HR Assistant | \$2,200 | \$120 | \$90 | \$2,230 |

Total Payroll Summary

| Total Employees | Total Basic Salary | Total Allowances | Total Deductions | Total Net Pay |
|-----------------|--------------------|------------------|------------------|---------------|
| 3 | \$9,000 | \$870 | \$500 | \$9,370 |

Approval Section

Prepared By

Name: _____

Date: ____ / ____ / ____

Reviewed By

Name: _____

Date: ____ / ____ / ____

Approved By

Name: _____

Date: ____ / ____ / ____

Important Notes

- Ensure all employee payroll data is reviewed for accuracy before approval.
- This document must be signed by all parties before payroll processing.
- Maintain a copy of this document for future audit and record-keeping.
- Any amendments require re-approval from relevant authorities.