

# 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.