

Comprehensive Monthly Payroll Sheet

Payroll Period: June 2024

Department: All Staff

Prepared by: Payroll Officer

#	Employee Name	Employee ID	Position	Days Worked	Basic Salary	Overtime	Allowances	Deductions	Tax	Net Pay	Bank Account	Remarks
1	Jane Doe	EMP001	Manager	22	15,000	500	1,000	250	1,200	15,050	123-456-789	
2	John Smith	EMP002	Accountant	22	10,000	200	800	200	900	9,900	987-654-321	
3	Emily Roe	EMP003	Assistant	21	7,000	0	400	100	600	6,700	555-666-777	On leave 1 day

Important Notes

- All figures are in local currency and rounded to the nearest unit.
- Ensure accurate attendance and overtime records for correct payroll computation.
- Deductions include statutory contributions and employer-approved withholdings.
- Net pay is the amount disbursed to employees after taxes and deductions.
- This document should be reviewed and approved by the HR and Finance departments.