

Detailed Employee Payroll Register

Company: Acme Corporation

Payroll Period: 01 June 2024 – 15 June 2024

Department: Operations

Prepared by: J. Doe

Date: 16 June 2024

Employee Payroll Details

Employee ID	Employee Name	Position	Days Worked	Basic Pay	Overtime Hours	Overtime Pay	Allowances	Deductions	Gross Pay	Net Pay	Signature
EMP001	John Smith	Supervisor	10	20,000	5	1,000	2,500	1,800	23,500	21,700	
EMP002	Maria Garcia	Staff	10	15,000	2	400	1,250	950	16,650	15,700	
EMP003	James Lee	Staff	10	15,000	0	0	1,200	875	16,200	15,325	
Total				50,000	7	1,400	4,950	3,625	56,350	52,725	

Important Notes:

- All amounts are in local currency figures.
- Ensure accurate attendance and overtime computation for each employee.
- Allowances and deductions should be properly supported with documentation.
- This document must be reviewed and signed by the payroll officer and department head.
- Payroll register should be kept confidential and stored securely.