

Payroll Register - Monthly Salaries

Period: June 2024 | Department: General

Employee ID	Name	Position	Basic Salary	Allowances	Deductions	Gross Pay	Net Pay
EMP001	Jane Smith	Manager	7,500.00	750.00	950.00	8,250.00	7,300.00
EMP002	John Doe	Accountant	5,000.00	500.00	650.00	5,500.00	4,850.00
EMP003	Maria Garcia	Clerk	3,200.00	320.00	400.00	3,520.00	3,120.00
EMP004	David Lee	IT Support	4,800.00	420.00	600.00	5,220.00	4,620.00
Totals			20,500.00	1,990.00	2,600.00	22,490.00	19,890.00

Important Notes:

- Payroll registers help track employee salary, allowances, deductions, gross, and net payments.
- Ensure all calculations are verified before processing staff payments.
- Keep payroll records confidential and secure for compliance purposes.
- Update deductions and allowances periodically based on statutory guidelines or company policies.
- This document is essential for auditing, reconciliation, and reference during salary disputes.