

Monthly Salary Register

For the month of: June 2024

Sr. No.	Employee Name	Employee Code	Designation	Days Worked	Basic Salary	Allowances	Deductions	Net Payable	Signature
1	Amit Sharma	EMP001	Accountant	26	25,000	5,000	2,000	28,000	
2	Sunita Rao	EMP002	HR Manager	25	30,000	6,000	2,500	33,500	
3	Vijay Singh	EMP003	Clerk	24	18,000	3,000	1,200	19,800	
4	Reema Patel	EMP004	Receptionist	26	20,000	3,500	1,000	22,500	

Important Notes:

- This document helps maintain monthly salary records of employees.
- All figures are in local currency units.
- Ensure accurate entry of attendance, salary components, and deductions.
- Employee signatures are required as acknowledgment of salary receipt.
- Keep the register securely for payroll audit and statutory purposes.