

Standard Monthly Payroll Register

Company: Sample Corporation Ltd.
Payroll Period: June 1, 2024 – June 30, 2024
Department: All
Prepared By: Jane Doe

#	Employee Name	Employee ID	Position	Days Worked	Basic Salary	Allowances	Overtime	Deductions	Net Pay	Signature
1	John Smith	E1023	Accountant	22	30,000.00	2,000.00	1,500.00	1,200.00	32,300.00	
2	Linda Johnson	E1041	HR Officer	22	28,000.00	1,800.00	700.00	1,050.00	29,450.00	
3	Michael Lee	E1087	Developer	21	32,000.00	2,500.00	2,100.00	1,700.00	34,900.00	
4	Susan Davis	E1075	Designer	22	27,000.00	1,600.00	0.00	950.00	27,650.00	
5	James Miller	E1063	Technician	20	25,000.00	1,200.00	600.00	980.00	25,820.00	
				Total	142,000.00	9,100.00	4,900.00	5,880.00	150,120.00	

Important Notes

- This document serves as the official monthly record of salaries, allowances, deductions, and net pay for all employees.
- Ensure all entries are accurate and properly calculated before releasing payroll.
- Employee signatures are collected to acknowledge receipt of salary.
- Keep this register confidential and compliant with data privacy regulations.
- Maintain copies of payroll registers for statutory audits and legal compliance.