

Payroll Cost Analysis Report

Period: January 2024

Department: Operations

1. Payroll Cost Breakdown

Employee Name	Position	Basic Salary	Overtime	Bonuses	Allowances	Deductions	Total Cost
Jane Smith	Manager	\$4,500	\$220	\$500	\$150	-\$300	\$5,070
John Doe	Supervisor	\$3,200	\$180	\$200	\$120	-\$210	\$3,490
Alice Lee	Technician	\$2,800	\$340	\$100	\$70	-\$140	\$3,170

2. Payroll Summary

Total Basic Salary	\$10,500
Total Overtime	\$740
Total Bonuses	\$800
Total Allowances	\$340
Total Deductions	-\$650
Grand Total Payroll Cost	\$11,730

3. Cost Distribution by Category

Category	Amount	Percentage
Basic Salary	\$10,500	89.6%
Overtime	\$740	6.3%
Bonuses	\$800	6.8%
Allowances	\$340	2.9%
Deductions	-\$650	-5.5%

Important Notes

- Payroll cost analysis assists management in monitoring and controlling labor expenses.
- This report is typically generated monthly or quarterly, depending on management needs.
- Ensure data accuracy by regularly cross-checking with payroll records and timesheets.
- Adjustments in overtime and bonuses should be documented with appropriate justifications.

- This analysis can be used to identify payroll trends and support budget planning.