

Payroll Distribution Summary Table

Pay Period: June 1, 2024 - June 15, 2024
Department: Sales
Prepared By: Jane Smith
Date Prepared: June 17, 2024

#	Employee Name	Employee ID	Position	Base Salary	Overtime	Bonuses	Deductions	Net Pay
1	John Doe	1021	Sales Executive	\$2,000.00	\$150.00	\$200.00	\$80.00	\$2,270.00
2	Mary Lane	1023	Sales Associate	\$1,500.00	\$70.00	\$100.00	\$50.00	\$1,620.00
3	Steven Fox	1045	Sales Manager	\$2,500.00	\$0.00	\$250.00	\$120.00	\$2,630.00
4	Natalie Lee	1067	Account Representative	\$1,800.00	\$80.00	\$120.00	\$70.00	\$1,930.00
Totals				\$7,800.00	\$300.00	\$670.00	\$320.00	\$8,450.00

- This summary provides a detailed breakdown of payroll distribution for each employee during the specified pay period.
- All figures should be cross-verified with individual payroll records for accuracy.
- Net pay is calculated after statutory and voluntary deductions.
- The document must be handled confidentially as it contains sensitive employee information.
- Any discrepancies should be reported to the payroll department immediately for correction.