

Payroll Variance Report

Reporting Period: 01-31 May 2024
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Department: Finance
Date: 06 June 2024

Summary

Total Employees	Total Previous Payroll	Total Current Payroll	Total Variance
68	\$210,400.00	\$215,960.00	\$5,560.00

Variance Details by Employee

Employee Name	Emp. ID	Prev. Payroll	Current Payroll	Variance	Variance Reason
Nina Gomez	EMP025	\$3,200.00	\$3,700.00	\$500.00	Promotion salary adjustment
Joseph Grant	EMP033	\$2,980.00	\$2,480.00	-\$500.00	Unpaid leave (5 days)
Lily Chen	EMP022	\$2,850.00	\$3,050.00	\$200.00	Overtime payment
Frank Wilson	EMP047	\$2,600.00	\$2,900.00	\$300.00	Annual increment
Jessica Tan	EMP056	\$2,950.00	\$2,950.00	\$0.00	No change

Department Variance Summary

Department	Prev. Payroll	Current Payroll	Variance
Finance	\$32,700.00	\$33,960.00	\$1,260.00
Operations	\$122,900.00	\$125,100.00	\$2,200.00
Human Resources	\$28,300.00	\$29,000.00	\$700.00
IT	\$26,500.00	\$27,900.00	\$1,400.00

Important Notes

- Payroll variance reports help identify significant differences in payroll expenses between periods.
- Each variance should be reviewed and properly justified to ensure accurate payroll management.
- This report is confidential and should only be shared with authorized personnel.
- Action may be required for unexplained or recurring variances.
- Ensure all changes (adjustments, promotions, leaves) are properly documented.