

Payroll Deduction Register

DATE	EMPLOYEE ID	EMPLOYEE NAME	DEPARTMENT	PAY PERIOD	DEDUCTION TYPE	AMOUNT	REMARKS
				MM/YYYY	E.g. Tax, Lo:		
				MM/YYYY	E.g. Tax, Lo:		
				MM/YYYY	E.g. Tax, Lo:		

Important Notes:

- Ensure all deduction entries are verified and authorized before processing payroll.
- Retain this register for audit and compliance purposes.
- Use appropriate deduction codes/types for clarity and consistency.
- Update records regularly to reflect changes in employee status or agreed deductions.
- Handle personal data in accordance with data protection policies.