

Payroll Deduction Register

Company Name: Acme Private Ltd.

Payroll Period: June 2024

Department: All

Prepared By: Payroll Officer

S/N	Employee ID	Employee Name	Position	Deductions						Total Deduction	Net Pay	Remarks
				Tax	Social Security	Health Insurance	Loan	Overtime Deduction	Others			
1	EMP001	Jane Doe	Manager	300	120	90	0	0	20	530	2470	
2	EMP002	John Smith	Accountant	200	80	60	100	0	0	440	1560	Loan deduction
3	EMP003	Mary Xin	Clerk	110	40	35	0	50	0	235	965	Late penalty

Important Notes:

- The Payroll Deduction Register lists all payroll deductions for each employee per salary period.
- This document is used for transparency, audit, and compliance purposes.
- All deduction amounts must be supported with proper documentation and approvals.
- Final net pay should reflect all statutory and authorized voluntary deductions.
- This register should be reviewed and signed by the payroll officer and management.