

Detailed Payroll Discrepancy Analysis

Employee Information

Employee Name	Jane Smith	Employee ID	EMP-10234
Department	Finance	Designation	Payroll Analyst
Pay Period	01 Mar 2024 – 31 Mar 2024	Date of Review	10 Apr 2024

Summary of Discrepancy

Type of Discrepancy	Overtime Hours Underreported
Description	Employee reported 14 hours of overtime, but payroll reflected only 8 hours paid.
Initial Discovery	Review of payslip and timesheet by employee

Detailed Comparison

Item	Actual (Timesheet)	Paid (Payroll Record)	Difference
Regular Hours	160 hrs	160 hrs	0
Overtime Hours	14 hrs	8 hrs	6 hrs underpaid
Gross Pay	\$3,800.00	\$3,600.00	\$200.00
Allowances	\$200.00	\$200.00	0
Deductions	\$360.00	\$360.00	0

Root Cause Analysis

Analysis Finding	6 hours of overtime were not captured due to a data entry error in the payroll system.
Supporting Documents Reviewed	Timesheet records, system logs, payroll register

Proposed Resolution

Corrective Action	Adjust in next payroll cycle; pay outstanding overtime and review data entry procedures.
Responsible Department	Payroll
Target Resolution Date	22 Apr 2024

Approval & Acknowledgement

Prepared by	Mary Johnson	Date	10 Apr 2024
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Approved by	Finance Manager	Date	11 Apr 2024
Employee Acknowledgement	Jane Smith		

Important Notes

- Ensure all supporting documents are attached to the analysis form.
- Thoroughly verify discrepancies before finalizing corrective actions.
- This document should be treated as confidential payroll information.
- All parties must acknowledge and sign off on the resolution.
- Retain the completed document for audit and compliance purposes.