

Payroll Register

Payroll Period: 01-Jun-2024 to 15-Jun-2024
Department: Finance
Prepared By: Jane Doe
Date Prepared: 16-Jun-2024

#	Employee Name	Employee ID	Position	Days Worked	Basic Pay	Overtime	Allowances	Deductions	Net Pay	Signature
1	Alice Smith	EMP001	Accountant	10	1,000	100	50	30	1,120	
2	Bob Johnson	EMP002	Analyst	10	900	80	40	20	1,000	
3	Maria Lee	EMP003	Payroll Officer	10	1,100	120	60	50	1,230	
Totals					3,000	300	150	100	3,350	

Important Notes

- This payroll register records employee earnings, deductions, and net pay for the specified pay period.
- Ensure accurate entries to comply with labor, tax, and regulatory requirements.
- Supporting documents should be maintained for any allowances, deductions, or overtime.
- Employees must verify and sign to acknowledge receipt of net pay.
- Keep payroll records confidential and securely stored.