

# Monthly Payroll Register

Month: June 2024      Department: Administration      Company: Example Corporation

Employee ID	Employee Name	Designation	Basic Salary	Allowances	Deductions	Net Pay	Signature
EMP001	Maria Jensen	Manager	â,160,000	â,112,000	â,15,000	â,167,000	
EMP002	Dinesh Kapoor	Accountant	â,138,000	â,18,000	â,12,500	â,143,500	
EMP003	Sara Fernandes	HR Executive	â,130,000	â,16,000	â,12,000	â,134,000	
EMP004	Ahmed Khan	Admin Assistant	â,125,000	â,14,000	â,11,200	â,127,800	
Total			â,11,53,000	â,130,000	â,110,700	â,11,72,300	

Prepared By \_\_\_\_\_

Checked By \_\_\_\_\_

Approved By \_\_\_\_\_

### Important Notes:

- This register must be accurately maintained and securely stored for compliance and audit purposes.
- Check all calculations carefully before finalizing and distributing the payroll.
- All signatures are required to authenticate verification and approval.
- Document any salary revisions, deductions, or special allowances separately when applicable.
- Retain this register along with supporting payslips and payment proofs.