

# 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	₹60,000	₹12,000	₹5,000	₹67,000	
EMP002	Dinesh Kapoor	Accountant	₹38,000	₹8,000	₹2,500	₹43,500	
EMP003	Sara Fernandes	HR Executive	₹30,000	₹6,000	₹2,000	₹34,000	
EMP004	Ahmed Khan	Admin Assistant	₹25,000	₹4,000	₹1,200	₹27,800	
Total			₹1,53,000	₹30,000	₹10,700	₹1,72,300	

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.