

Payroll Register

Period: June 1, 2024 – June 15, 2024

Employee ID	Employee Name	Department	Basic Pay	Overtime	Bonuses	Gross Pay	Tax Deducted	Social Security	Other Deductions	Total Deductions	Net Pay
1001	Alice Smith	Finance	3,000	150	100	3,250	340	120	30	490	2,760
1002	John Doe	IT	2,800	200	0	3,000	300	110	25	435	2,565
1003	Maria Lee	HR	2,700	0	75	2,775	277	107	18	402	2,373
1004	James Taylor	Marketing	2,900	90	50	3,040	315	115	22	452	2,588

Important Notes:

- This payroll register serves as the official summary of employee earnings and tax deductions for the given period.
- Ensure all figures are verified and supported by source documents (e.g., timesheets, tax tables).
- Keep this document confidential, as it contains sensitive salary and tax details.
- Any amendments must be documented and authorized before final submission to payroll and accounting.
- Comply with current tax laws and company policies to avoid discrepancies.