

Payroll Register Summary with Attendance

Payroll Period: June 1 – June 15, 2024

Employee ID	Name	Days Present	Days Absent	Late (mins)	Undertime (mins)	Basic Pay	Overtime Pay	Deductions	Net Pay
EMP001	Anne Cruz	10	1	15	0	12,000.00	800.00	500.00	12,300.00
EMP002	Marco Reyes	11	0	0	10	11,500.00	500.00	430.00	11,570.00
EMP003	Jane Lucas	9	2	25	0	10,800.00	0.00	950.00	9,850.00

Important Notes:

- This summary provides a record of employee attendance and payroll computation per pay period.
- All absences, late, and undertime minutes directly affect salary computation and deductions.
- Overtime, allowances, and other earnings should be supported by approved documentation.
- Employees are encouraged to review their attendance and payroll details regularly for accuracy.
- This document is confidential and intended for payroll administration use only.