

Monthly Payroll Deduction Report

Company Name: Sample Corporation
Department: Human Resources
Report Prepared By: Jane Doe
Month: June 2024
Date Generated: 30-06-2024

Employee ID	Name	Basic Salary	Tax Deduction	Pension	Loan	Other Deductions	Total Deduction	Net Pay
EMP001	Michael Lee	5,000	500	250	100	50	900	4,100
EMP002	Ashley Chan	4,500	450	225	0	75	750	3,750
EMP003	Paul Smith	6,000	600	300	200	0	1,100	4,900
Total		15,500	1,550	775	300	125	2,750	12,750

Important Notes:

- This report details all payroll deductions for the specified month and must be reviewed for accuracy.
- Ensure all deductions comply with statutory regulations and company policy.
- Report discrepancies to Payroll or HR immediately for prompt resolution.
- Maintain confidentiality when handling employees’ payroll information.
- This document should be retained as part of monthly payroll records.