

Payroll Data Verification Report

Report Date: June 24, 2024
Prepared By: John Doe
Company: Example Corporation
Payroll Period: June 1 - June 15, 2024

Summary

Total Employees	Total Gross Pay	Total Deductions	Total Net Pay
150	\$385,000.00	\$58,000.00	\$327,000.00

Selected Employee Payroll Details

Employee ID	Name	Department	Gross Pay	Deductions	Net Pay	Status
EMP-001	Alice Smith	Finance	\$3,000.00	\$450.00	\$2,550.00	Verified
EMP-016	Brian Jones	Marketing	\$2,700.00	\$410.00	\$2,290.00	Verified
EMP-029	Carol Lee	IT	\$4,200.00	\$780.00	\$3,420.00	Pending

Verification Notes

- All time records matched with attendance logs.
- No discrepancies found in salary computation for verified employees.
- Pending entries require department head approval.

Important Notes

- This document is for internal payroll verification purposes only.
- Ensure all entries are checked against supporting records before final approval.
- Report any discrepancies to the Payroll Department immediately.
- Keep this report confidential and accessible only to authorized personnel.