

# Digital Payslip Distribution Record

## Distribution Details

Date Distributed	2024-06-30
Pay Period	June 2024
Distributed By	Jane Doe (HR Officer)
Distribution Method	Email

## Employee Receipt Record

#	Employee Name	Employee ID	Email	Date Payslip Sent	Date Acknowledged	Remarks
1	John Smith	EMP001	john.smith@email.com	2024-06-29	2024-06-30	Received
2	Alice Lee	EMP002	alice.lee@email.com	2024-06-29	2024-06-30	Received
3	Michael Tan	EMP003	michael.tan@email.com	2024-06-29	-	Not yet acknowledged

### Important Notes:

- This document serves as an official record of payslip distribution and employee acknowledgement.
- Ensure employee confidentiality and secure handling of digital payslip files.
- All distribution and acknowledgement dates should be accurately recorded.
- Missing acknowledgement should be promptly followed up.
- Retain this record as part of payroll documentation for audit and compliance purposes.