

# HR Payslip Collection Signature Sheet

Month: June 2024

Department: \_\_\_\_\_

Prepared by: \_\_\_\_\_

## Employees Payslip Collection

No.	Full Name	Employee ID	Designation	Signature	Date Collected
1					
2					
3					
4					
5					

**Important Notes:**

- This sheet must be signed by each employee upon collection of their monthly payslip.
- Ensure all collected dates and employee signatures are clearly documented.
- Uncollected payslips should be reported to the HR department for further action.
- This document should be retained in HR records for at least 3 years.
- For confidentiality, do not leave this sheet unattended in public areas.