

Monthly Payslip Distribution Summary

Month: June 2024
Department: Human Resources
Date Generated: 30 June 2024

#	Employee Name	Employee ID	Distribution Method	Payslip Received	Payslip Notified	Remarks
1	Jane Doe	HR1004	Email	Yes	Yes	-
2	Samuel Tan	HR1012	Printed	Yes	No	Collected at office
3	Alice Lim	HR1021	Email	No	Yes	Email delivery failed
4	Victor Lee	HR1029	Printed	Yes	Yes	-
5	Maria Siti	HR1030	Email	Yes	Yes	-

- Important Notes:**
- This document is intended for internal payroll record-keeping only.
 - Strict confidentiality must be maintained at all times.
 - Verify and address any discrepancies in payslip receipt status promptly.
 - Ensure employee contact information is updated for timely payslip distribution.
 - Payslip content and distribution data are subject to audit.