

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.