Payslip Dispatch Tracking Spreadsheet

#	EMPLOYEE NAME	EMPLOYEE ID	DEPARTMENT	MONTH	PAYSLIP PREPARED DATE	DISPATCH METHOD	DISPATCH DATE	RECIPIENT	RECEIVED DATE	REMARKS
1	John Doe	EMP001	HR	May 2024	2024-05-30	Email	2024-05-30	John Doe	2024-05-30	-
2	Jane Smith	EMP002	Finance	May 2024	2024-05-30	Courier	2024-05-31	Jane Smith	2024-06-01	Received late
3	Mark Lee	EMP003	IT	May 2024	2024-05-30	Hand Delivery	2024-05-31	Mark Lee	2024-05-31	-
4	Sara Chen	EMP004	Marketing	May 2024	2024-05-30	Email	2024-05-30	Sara Chen	2024-05-30	Confirmed receipt

Important Notes:

- This document is used to track the dispatch status and receipt confirmation of payslips for employees.
- Maintain timely updates to ensure every employee receives their payslip on time.
- Keep sensitive payroll information secure and restrict access to authorized personnel only.
- For courier or hand-delivered payslips, obtain a signature or acknowledgment upon receipt.
- Accurate tracking helps in quick resolution of disputes or queries regarding payslip dispatch.