

Payslip Distribution Audit Trail Document

Company Name:

SampleCorp Solutions Ltd.

Payroll Period:

May 2024 (01/05/2024 - 31/05/2024)

Prepared by:

Jane Doe, HR Specialist

Date Prepared:

05/06/2024

Payslip Distribution Log

Employee ID	Name	Payslip Sent On	Delivery Method	Received By	Signature / Confirmation
EMP-1021	Alice Smith	02/06/2024, 10:15 AM	Email	alice.smith@email.com	Confirmed by reply (02/06/2024, 11:00 AM)
EMP-1043	Michael Tan	02/06/2024, 10:18 AM	Printed	Michael Tan	Signed & filed (on record)
EMP-1067	Priya Desai	02/06/2024, 10:22 AM	Email	priya.desai@email.com	Confirmed by reply (02/06/2024, 11:05 AM)
EMP-1075	John Lim	02/06/2024, 10:30 AM	Printed	John Lim	Signed & filed (on record)

Audit Trail Summary

Total Payslips Issued	120
Email Distribution	73
Printed Distribution	47
Unacknowledged Receipts	2

Important Notes

- This document serves as formal evidence of payslip delivery and receipt for audit and compliance purposes.
- Ensure that all employees have acknowledged receipt of their payslip.
- Store signed paper receipts securely in accordance with data privacy policies.
- Electronic confirmations (e.g., email replies) should be retained for record-keeping.
- Regularly review and update distribution procedures to address changes in company policy or regulation.