

Payslip Distribution Register

Company: ABC Manufacturing Ltd.

Pay Period: 01 June 2024 - 15 June 2024

Department: Production

#	Employee Name	Employee ID	Payslip Distributed By	Date Distributed	Employee Signature	Remarks
1	John Doe	EMP001	Susan Clark	15/06/2024		
2	Maria Garcia	EMP002	Susan Clark	15/06/2024		
3	Lee Min	EMP003	Susan Clark	15/06/2024		
4	Fatima Noor	EMP004	Susan Clark	15/06/2024		
5	Samuel Lee	EMP005	Susan Clark	15/06/2024		

Important Notes

- This register serves as an official record of payslip distribution to all employees for the specified pay period.
- Employee signature is required as acknowledgment of receipt of the payslip.
- Distribution remarks should specify if payslip was provided by hand or sent via another method.
- Keep the register filed for auditing and legal compliance.
- Missing signatures or undelivered payslips must be reported to the HR department immediately.