

# Secure Payslip Distribution Record Sheet

Period: \_\_\_\_\_ Department: \_\_\_\_\_

Company Name: \_\_\_\_\_ Sheet No.: \_\_\_\_\_

No	Employee Name	Employee ID	Signature (Recipient)	Date Received	Remarks
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

## Important Notes:

- This record sheet must be securely stored and only accessed by authorized personnel.
- All recipients should sign upon receiving their payslip to confirm distribution.
- Personal information on this document should be treated confidentially at all times.
- In case of any discrepancies or issues, promptly notify the HR or Payroll department.
- Retain completed sheets as per company data retention policy for auditing purposes.