

Employee-wise Payroll Summary Report

Company: ABC Technologies Pvt. Ltd.

Period: May 2024

Generated on: 10 June 2024

Employee: John Doe (ID: EMP001)

Designation	Software Engineer	Department	IT
Days Present	22	Days Absent	2
Earnings	Amount	Deductions	Amount
Basic Salary	₹40,000	PF	₹2,400
HRA	₹16,000	Professional Tax	₹200
Conveyance	₹2,000	Income Tax	₹1,350
Other Allowances	₹1,000		
Total Earnings	₹59,000	Total Deductions	₹3,950
		Net Pay	₹55,050

Employee: Priya Sharma (ID: EMP008)

Designation	Accountant	Department	Finance
Days Present	23	Days Absent	1
Earnings	Amount	Deductions	Amount
Basic Salary	₹28,000	PF	₹1,680
HRA	₹11,200	Professional Tax	₹200
Medical Allowance	₹1,000	Income Tax	₹950
Other Allowances	₹700		
Total Earnings	₹40,900	Total Deductions	₹2,830
		Net Pay	₹38,070

Important Notes:

- This report summarizes payroll data employee-wise for the selected period.
- Net pay is calculated after all statutory and voluntary deductions.
- Please verify attendance and leave data before finalizing payroll processing.
- All figures are in INR and are subject to statutory compliance and audit.
- For any discrepancy, contact the HR/payroll department immediately.