

# Standard Payroll Summary Report

Company: ABC Corporation  
Pay Period: June 1, 2024 – June 15, 2024  
Date Generated: June 16, 2024

## Payroll Summary

Employee ID	Name	Department	Basic Salary	Allowances	Deductions	Net Pay
EMP001	Jane Doe	Finance	3,000	200	150	3,050
EMP002	John Smith	HR	2,800	150	100	2,850
EMP003	Alice Lee	IT	3,200	250	200	3,250
<strong>Total</strong>			<strong>9,000</strong>	<strong>600</strong>	<strong>450</strong>	<strong>9,150</strong>

## Summary By Department

Department	Total Net Pay
Finance	3,050
HR	2,850
IT	3,250
<strong>Total</strong>	<strong>9,150</strong>

## Important Notes

- This report is confidential and intended for authorized personnel only.
- Ensure all payroll figures are reviewed and verified before processing payments.
- All deductions and benefits are calculated as per company policies and relevant statutory laws.
- Report discrepancies to the Payroll Department immediately for correction.