

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
Total			9,000	600	450	9,150

Summary By Department

Department	Total Net Pay
Finance	3,050
HR	2,850
IT	3,250
Total	9,150

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.