

Weekly Payroll Summary

Company Name: ABC Corporation
Week Ending: June 7, 2024
Prepared by: Jane Doe

Payroll Overview

Employee Name	Employee ID	Department	Hours Worked	Overtime Hours	Gross Pay (\$)	Deductions (\$)	Net Pay (\$)
Michael Smith	1001	Sales	40	2	1,050.00	210.00	840.00
Linda Johnson	1002	HR	38	0	950.00	190.00	760.00
James Lee	1003	IT	42	5	1,200.00	240.00	960.00
Total					3,200.00	640.00	2,560.00

Important Notes

- Verify all employee hours and overtime entries for accuracy before processing payroll.
- Ensure deductions comply with legal and company policies.
- Retain payroll summary documents for record-keeping and auditing purposes.
- Review any discrepancies with the HR or payroll department promptly.
- Submit payroll summaries for approval as per company channels.