

Attendance-based Payroll Register

For the period: 01-Jun-2024 to 30-Jun-2024

Employee ID	Name	Designation	Total Days	Present	Absent	Paid Leave	Unpaid Leave	LWP	Basic Pay (₹)	Allowances (₹)	Deductions (₹)	Net Pay (₹)	Signature
EMP001	Amit Sharma	Accountant	30	26	2	1	1	1	25,000	3,000	1,000	27,000	
EMP002	Priya Singh	HR Assistant	30	28	1	1	0	0	18,000	2,200	600	19,600	
EMP003	Rahul Verma	Office Boy	30	27	2	1	0	0	12,000	500	300	12,200	

Important Notes:

- This register must be duly maintained and signed by employees for payroll recordkeeping.
- Leave Without Pay (LWP) impacts the calculation of net payable.
- Attendance details should be verified by the HR or attendance in-charge.
- All deductions and allowances should be documented with supporting records.
- Keep this register securely as part of statutory and audit compliance.