Department-wise Payroll Register

Company Name: _____
Department: _____
Month: _____ **Year:** _____

Sr. No.	Employee ID	Employee Name	Designation	Days Worked	Basic Salary	Allowances	Deductions	Net Pay	Signature
1	EMP001	John Doe	Accountant	28	25,000	4,000	2,000	27,000	
2	EMP002	Jane Smith	Clerk	30	18,000	1,500	900	18,600	
3	EMP003	David Brown	Supervisor	29	30,000	5,000	3,500	31,500	
							Total Net Pay:	77,100	

Prepared By:

_____

Verified By:

_____

Approved By:

_____

Important Notes:

- This register should be maintained confidentially within the HR or payroll department.
- Net Pay is calculated as Basic Salary plus Allowances minus Deductions.
- Ensure all entries are double-checked for accuracy before approval.
- Obtain signatures from employees as an acknowledgment of receiving salary.
- Archive payroll registers monthly for audit and record purposes.