

Employee-wise Payroll Register

S.No.	Employee ID	Employee Name	Designation	Department	Month	Days Worked	Basic Pay	Allowances	Deductions	Net Pay	Signature
1	EMP001	Ritika Sharma	Accountant	Finance	June 2024	26	40,000	5,000	2,500	42,500	
2	EMP002	Amit Verma	Executive	HR	June 2024	25	32,000	4,000	1,800	34,200	
3	EMP003	Priya Singh	Manager	Operations	June 2024	27	55,000	7,500	3,000	59,500	

Important Notes:

- This register should be maintained monthly for all employees.
- All figures must be verified and approved before taking employee signatures.
- Ensure accurate calculation of allowances and deductions as per company policy.
- This document serves as an official record for payroll audit and compliance.
- Any amendments should be appropriately documented with justification.