

# Monthly Payroll Register

Company Name: \_\_\_\_\_

Month: \_\_\_\_\_

Department: \_\_\_\_\_

S/N	Employee Name	Employee ID	Designation	Days Worked	Basic Salary	Allowances	Deductions	Gross Pay	Net Pay	Signature
1	Jane Doe	EMP1001	Manager	30	50,000	5,000	2,500	55,000	52,500	
2	John Smith	EMP1002	Accountant	28	35,000	3,000	1,800	38,000	36,200	
3	Emily Chan	EMP1003	HR Officer	29	32,000	2,500	1,200	34,500	33,300	

**Important Notes:**

- This register must be updated and reviewed every payroll cycle.
- All entries should be cross-verified for accuracy before disbursement.
- Employee signatures confirm receipt of payment.
- Keep the register confidential and secure as it contains sensitive data.
- Comply with statutory deductions and benefits as per local regulations.