

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.