

Standard Payroll Register

Payroll Period: 01/06/2024 – 15/06/2024

Employee ID	Name	Department	Designation	Days Worked	Basic Pay	Allowances	Deductions	Overtime	Net Pay	Signature
EMP001	Jane Doe	Finance	Accountant	10	20,000	2,500	1,200	350	21,650	
EMP002	John Smith	HR	HR Officer	12	17,000	2,000	900	0	18,100	
EMP003	Mary Ann	IT	Developer	15	25,000	3,500	2,200	800	27,100	
EMP004	Alex Lee	Operations	Supervisor	14	22,000	2,800	1,000	450	24,250	

Important Notes:

- Payroll register records all essential employee salary details for a specific pay period.
- Ensure accuracy in days worked, earnings, and deductions to comply with statutory requirements.
- This document aids in payroll auditing and salary disbursement tracking.
- Personal information must be handled in accordance with data protection policies.
- All calculations should be double-checked for correctness before obtaining employee signatures.