

Monthly Payroll Summary Report

ABC Corporation

123 Business Lane, City, Country

Report Period: June 2024

Date Generated: June 30, 2024

Payroll Details

Employee ID	Employee Name	Department	Basic Salary	Allowances	Deductions	Net Pay
EMP001	John Doe	Finance	3,500.00	500.00	150.00	3,850.00
EMP002	Jane Smith	Marketing	3,200.00	400.00	120.00	3,480.00
EMP003	Michael Lee	IT	4,000.00	650.00	180.00	4,470.00
Total			10,700.00	1,550.00	450.00	11,800.00

Important Notes:

- This report summarizes payroll data for the specified period and is intended for internal use only.
- Ensure all allowances and deductions are in accordance with company policies and government regulations.
- Review the net pay for each employee before processing salary transfers.
- Report any discrepancies to the HR or Payroll department immediately.
- Confidential: Do not share or distribute without proper authorization.