

# Payroll Disbursement Audit Trail Report

Company: Griffin Technologies Inc.

Payroll Period: Jan 01, 2024 - Jan 15, 2024

Report Date: Jan 16, 2024

## Disbursement Actions

Date & Time	User	Action	Description
2024-01-15 09:02	jmartinez	Payroll Generated	Initial payroll batch created for Jan 01-15, 2024 period.
2024-01-15 09:15	slee	Edit Entry	Overtime hours adjusted for A.Ramos (ID 1024).
2024-01-15 09:47	hpatel	Review	Payroll batch reviewed and verified. No discrepancies found.
2024-01-15 10:08	jmartinez	Approval	Payroll batch approved for disbursement.
2024-01-15 10:23	jmartinez	Disbursement	Bank instruction file exported and sent to finance partner.
2024-01-15 11:07	lgomez	Confirmation	All payments confirmed as transmitted to employee accounts.

## Payroll Summary

Total Employees	Total Gross Pay	Total Deductions	Total Net Disbursed
48	\$143,520.00	\$26,415.00	\$117,105.00

## Important Notes

- This report provides an audit trail of all key actions in the payroll disbursement process for accountability.
- Actions are timestamped and linked to responsible users for transparency and internal control.
- Retain this document as part of your compliance and financial audit records.
- Periodically review audit trails for any irregular or unauthorized payroll activity.