

# Monthly Payroll Summary Report

**Report Period:** [Month, Year]

**Department:** [Department Name]

**Prepared By:** [Preparer Name]

**Date Prepared:** [Preparation Date]

Employee ID	Name	Designation	Basic Salary	Allowances	Overtime	Gross Pay	Deductions	Net Pay	Remarks
EMP001	John Doe	Accountant	3,000	500	150	3,650	350	3,300	Paid
EMP002	Jane Smith	Engineer	4,000	600	200	4,800	400	4,400	Paid

**Total Employees:** [Total Number]

**Total Gross Pay:** [Total Gross Pay]

**Total Deductions:** [Total Deductions]

**Total Net Pay:** [Total Net Pay]