

# Payroll Summary Report - Export to Excel

The **payroll summary report** export to Excel feature allows users to efficiently transfer detailed payroll data into a spreadsheet format. This functionality enhances data analysis and record-keeping by providing a clear, organized overview of employee compensation. Exporting to Excel ensures easy customization and sharing of payroll information.

## Sample Report Preview

Employee ID	Employee Name	Pay Period	Gross Pay	Deductions	Net Pay
001	Jane Doe	2024-05-01 to 2024-05-15	\$2,500.00	\$300.00	\$2,200.00
002	John Smith	2024-05-01 to 2024-05-15	\$2,800.00	\$350.00	\$2,450.00
003	Mary Johnson	2024-05-01 to 2024-05-15	\$3,100.00	\$400.00	\$2,700.00

Export to Excel