

# Monthly Payroll Summary Report

Month: \_\_\_\_\_ Year: \_\_\_\_\_

Employee Name	Position	Department	Basic Salary	Allowances	Deductions	Net Salary
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
Totals			_____	_____	_____	_____

**Summary:**

Total Employees: \_\_\_\_\_

Total Basic Salary: \_\_\_\_\_

Total Allowances: \_\_\_\_\_

Total Deductions: \_\_\_\_\_

Total Net Salary Paid: \_\_\_\_\_