**PAYROLL REPORT**

For the period «period»

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Employee Name | Rate/Day  Rate/Mo. | Days of Work | Gross Pay | Abs./ Tardiness  Breaks | OT  O. Earnings  Salary Adj.  Commission | Allowances  «allowances» | Contrib.  «contributions» | HDMF  «hdmf-deductions» | Loans  «loans» | Others  «other-deductions» | CA  OD  W.Tax | Net |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  |  | | --- | --- | --- | --- | | Salaries & Wages | «summ\_salaries» |  |  | | OT, Sal. Adj. & Other earnings | «summ\_ot» |  |  | | Other Allowances: |  |  |  | | |  |  | | --- | --- | |  |  | | | | | | SSS Premium | «summ\_sss\_er» |  |  | | PH Premium | «summ\_ph\_er» |  |  | | HDMF Premium | «summ\_hdmf\_er» |  |  | | SSS Payable |  |  | «summ\_sss» | | PH Payable |  |  | «summ\_ph» | | HDMF Payable |  |  | «summ\_hdmf» | | Other Deductions: |  |  |  | | |  |  | | --- | --- | |  |  | | | | | |  |  |  |  | | Overdraft |  |  | «summ\_od» | | Withholding Tax |  |  | «summ\_wtax» | | Cash in Bank |  |  | «summ\_cashinbank» | |  | «summ\_total1» |  | «summ\_total2» | | Prepared by:  «preparedby»  «preparedby\_title»  Approved by:  «signatory\_1»  «title\_1»  Noted by:  «signatory\_2»  «title\_2» |
| |  |  |  | | --- | --- | --- | | Agency Share | «agencyshare» |  | | Withholding Tax |  | «agencyshare-wtax» | | Accrued Agency Share |  | «agencyshare-accrued» | | **Total** | **«agencyshare»** | **«agencyshare»** | |  |