

inter office memorandum

TO:	FINANCE SECTION
FROM:	\${NAME} - HR SECTION
SUBJECT:	\${MONTH} PAYROLL AND LOANS
DATE:	\${DATE}
CC:	MERIED BEKELE

Greetings Finance team,

Please find below table Employees \${month} month payroll which includes \${month} attendance report, merit award and medical expense 40% contribution for the month of \${month} \${year}.

Deduction

Name	Deduction	Warning Scale
\${userId}	\${userName}	\${userAddress}

Variable pay

Name	Expected Percentage	Actual Percentage	Amount in birr
\${allowanceuserId}	\${allowancepercent}	\${allowanceactual}	\${allowanceuserAddress}

Exam Bonus

Name	Date	Amount
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Staff Performance Evaluation Quarterly Bonus

Name	Date	Amount
\${speqbuserId}	\${speqbuserName}	\${speqbuserAddress}

Timely VAT Collection Quarterly Bonus

Name	Date	Amount
\${tvcqbuserId}	\${tvcqbuserName}	\${tvcqbuserAddress}

Timely Payment Collection Quarterly Bonus

Name	Date	Amount
\${tpcqbuserId}	\${tpcqbuserName}	\${tpcqbuserAddress}

Best Employees Productivity and Engagement Quarterly Bonus

Name	Date	Amount
\${bepeqbuserId}	\${bepeqbuserName}	\${bepeqbuserAddress}

Facilities High Availability Quarterly Bonus

Name	Date	Amount
\${fhaqbuserId}	\${fhaqbuserName}	\${fhaqbuserAddress}

Loyalty Program Bonus

Name	Date	Amount
\${loyaltyid}	\${loyaltydate}	\${loyaltyamount}

Medical Expense

Name	Contribution (%)	Employee Contribution	Company Contribution
\${medicaluserId}	\${medicaltype}	\${medicaluserName}	\${medicaluserAddress}

Resigned Staff

Name	Resigned Date	Remark
\${resigneduserId}	\${resigneduserName}	

New Staff

Name	Start Date	Remark
\${newuserId}	\${newuserName}	

Staff Loan

Name	Total Amount	Current Amount	Month	Paid Amount	Remaining Amount
\${loanuserId}	\${loanuserName}	\${loancurrent}	\${loanuserAddress}	\${loanpaid}	\${loanremainamount}

Exam Failed Deduction

Name	Total Amount	Current Amount	Month	Paid Amount	Remaining Amount
\${examloanuserId}	\${examloanuserName}	\${examloancurrent}	\${examloanuserAddress}	\${examloanpaid}	\${examloanremainamount}

PMA Deduction

Name	Total Amount	Current Amount	Month	Paid Amount	Remaining Amount
\${pmaloanuserId}	\${pmaloanuserName}	\${pmaloancurrent}	\${pmaloanuserAddress}	\${pmaloanpaid}	\${pmaloanremainamount}

Car maintenace Deduction

Name	Total Amount	Current Amount	Month	Paid Amount	Remaining Amount
\${carloanuserId}	\${carloanuserName}	\${carloancurrent}	\${carloanuserAddress}	\${carloanpaid}	\${carloanremainamount}

Unpaid Leave

Name	Total Amount	Current Amount	Month	UnPaid Amount
\${leaveloanuserId}	\${leaveloanuserName}	\${leaveloancurrent}	\${leaveloanuserAddress}	\${leaveloanpaid}

Prepared by: \${name} Approved by: Meried Bekele Authorized by: Meried Bekele

Signature: _____ Signature: _____ Signature: _____