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 |
| ${examuserId} | ${examuserName} | ${examuserAddress} |

Implementation Effectiveness Bonus

|  |  |  |
| --- | --- | --- |
| Name | Date | Amount |
| ${iebuserId} | ${iebuserName} | ${iebuserAddress} |

Effective Order and Delivery Bonus

|  |  |  |
| --- | --- | --- |
| Name | Date | Amount |
| ${eodbuserId} | ${eodbuserName} | ${eodbuserAddress} |

Closed Deals Bonus

|  |  |  |
| --- | --- | --- |
| Name | Date | Amount |
| ${cdbuserId} | ${cdbuserName} | ${cdbuserAddress} |

Management Performance Evaluation Quarterly Bonus

|  |  |  |
| --- | --- | --- |
| Name | Date | Amount |
| ${mpeqbuserId} | ${mpeqbuserName} | ${mpeqbuserAddress} |

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: ­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_