Harbour Trading Ltd - Payroll Register

Resource OF-XLS-FIN-005 - Version 1.0

Purpose

Record one pay period for every employee: basic pay, overtime, allowances, gross pay, each deduction, net pay, and the employe
Every calculated column is a formula, and the totals row gives the period totals for the payroll.

How to use

1. Start on the Setup sheet: enter your company name, currency, the pay period, and the pension rates used in the example formu

2. Enter each employee on the Payroll sheet: basic pay, overtime, allowances, tax, and any other deductions.

3. Gross pay, pension, total deductions, net pay, and employer cost are formulas. Do not type over the grey cells.

4. Use the Summary sheet to check the period totals and the average net pay.

Example figures

All figures in this workbook are examples for a fictional company, Harbour Trading Ltd. They are illustrative only. Overwrite th
your own figures. Grey cells are formulas: do not type over them.

Assumptions

- Pension is worked out in the example as 5 percent of gross pay for the employee and 5 percent for the employer. Change the ra
match your own scheme.

- Tax figures in the example are illustrative amounts. Work out tax under your own local tax rules; this workbook makes no tax c

- Net pay is gross pay less total deductions. Employer total cost is gross pay plus the employer pension contribution.

What this workbook is NOT

- Not a payslip. Give each employee their own payslip; this register is the period record.

- Not tax advice and not a substitute for your local payroll and tax rules.

Notes

- Add extra rows inside the table if you need more than 20 employees, and copy the formulas down.

- Keep this register with the attendance record and the bank payment for the same period.

Setup - lists and settings

Workbook settings

Company name	Harbour Trading Ltd	Shown on the Payroll sheet. Replace with your own company name.
Currency label	USD	Shown in column headings. Change to your currency (for example, PKR, EUR, GBP).
Pay period	November 2026	The pay period covered by this register.
Pay date	30 Nov 2026	Date the pay is due.
Employee pension rate	5.0%	Employee pension as a share of gross pay. Change to match your scheme.
Employer pension rate	5.0%	Employer pension as a share of gross pay. Change to match your scheme.

Payroll Register

Company: Harbour Trading Ltd - Pay period: November 2026 - Pay date: 30 Nov 2026

Employee ID	Employee name	Job title	Err:508	Err:508	Err:508	Err:508	Err:508	Err:508	Err:508	Err:508	Err:508	Err:508	Err:508	Payment method
EMP-001	Ayesha Khan	Office Manager	4,200.00	150.00	300.00	4,650.00	620.00	232.50	0.00	852.50	3,797.50	232.50	4,882.50	Bank transfer
EMP-002	Bilal Ahmed	Warehouse Supervisor	3,800.00	220.00	200.00	4,220.00	540.00	211.00	50.00	801.00	3,419.00	211.00	4,431.00	Bank transfer
EMP-003	Sara Malik	Accounts Assistant	3,100.00	0.00	150.00	3,250.00	380.00	162.50	0.00	542.50	2,707.50	162.50	3,412.50	Bank transfer
EMP-004	David Osei	Delivery Driver	2,900.00	340.00	250.00	3,490.00	340.00	174.50	75.00	589.50	2,900.50	174.50	3,664.50	Bank transfer
EMP-005	Maria Fernandes	Sales Assistant	2,700.00	120.00	100.00	2,920.00	290.00	146.00	0.00	436.00	2,484.00	146.00	3,066.00	Bank transfer
EMP-006	Tom Becker	IT Support Officer	3,500.00	80.00	150.00	3,730.00	460.00	186.50	0.00	646.50	3,083.50	186.50	3,916.50	Bank transfer
EMP-007	Hina Raza	Receptionist	2,400.00	0.00	100.00	2,500.00	230.00	125.00	25.00	380.00	2,120.00	125.00	2,625.00	Bank transfer
EMP-008	James Mwangi	Storekeeper	2,600.00	180.00	150.00	2,930.00	300.00	146.50	0.00	446.50	2,483.50	146.50	3,076.50	Bank transfer
Period totals			**25,200.00**	**1,090.00**	**1,400.00**	**27,690.00**	**3,160.00**	**1,384.50**	**150.00**	**4,694.50**	**22,995.50**	**1,384.50**	**29,074.50**	

Prepared by **Approved by**

Date **Date**

Summary

All amounts in the currency shown on Setup.

Period totals

Employees paid	8
Total gross pay	27,690.00
Total tax deducted	3,160.00
Total pension deducted	1,384.50
Total other deductions	150.00
Total deductions	4,694.50
Total net pay	**22,995.50**
Total employer pension	1,384.50
Total employer cost	**29,074.50**
Average net pay	2,874.44
Check	**Net pay agrees: gross less deductions.**