Harbour & Pine Trading Ltd

Payroll Summary by Department

Pay period: ***1 October 2026 to 31 October 2026***

Employer: Harbour & Pine Trading Ltd

Pay date: 31 October 2026

Prepared by: Alex Morgan

Approved by: David Chen

Employee	Employee ID	Job title	Gross pay	Deductions	Net pay
Operations					
Sarah Mitchell	EMP-0142	Warehouse Supervisor	£2,805.00	£752.45	£2,052.55
James Okafor	EMP-0207	Delivery Driver	£2,340.00	£598.10	£1,741.90
Operations subtotal			**£5,145.00**	**£1,350.55**	**£3,794.45**
Sales					
Priya Sharma	EMP-0118	Accounts Assistant	£1,980.00	£462.30	£1,517.70
Tom Baker	EMP-0231	Sales Assistant	£1,750.00	£381.50	£1,368.50
Sales subtotal			**£3,730.00**	**£843.80**	**£2,886.20**
Administration					
Emily Carter	EMP-0096	Office Manager	£2,650.00	£704.80	£1,945.20
Administration subtotal			**£2,650.00**	**£704.80**	**£1,945.20**
Grand total			**£11,525.00**	**£2,899.15**	**£8,625.85**

Keep this summary with the payroll records for ***1 October 2026 to 31 October 2026****.*