[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Payroll Summary by Department

Pay period: ***[Pay period]***

Employer: [Company name]

Pay date: [Pay date]

Prepared by: [Prepared by name]

Approved by: [Approved by name]

Employee	Employee ID	Job title	Gross pay	Deductions	Net pay
Operations					
[Employee name]	[Employee ID]	[Job title]	[Gross pay]	[Total deductions]	[Net pay]
[Employee name]	[Employee ID]	[Job title]	[Gross pay]	[Total deductions]	[Net pay]
Operations subtotal			[Operations total gross pay]	[Operations total deductions]	[Operations total net pay]
Sales					
[Employee name]	[Employee ID]	[Job title]	[Gross pay]	[Total deductions]	[Net pay]
[Employee name]	[Employee ID]	[Job title]	[Gross pay]	[Total deductions]	[Net pay]
Sales subtotal			[Sales total gross pay]	[Sales total deductions]	[Sales total net pay]
Administration					
[Employee name]	[Employee ID]	[Job title]	[Gross pay]	[Total deductions]	[Net pay]
Administration subtotal			[Admin total gross pay]	[Admin total deductions]	[Admin total net pay]
Grand total			[Total gross pay]	[Total deductions]	[Total net pay]

Keep this summary with the payroll records for ***[Pay period]****.*