# Monthly Salaries and Wages Ledger

**For the Month/Year:** **Department/Unit:**

**Date of Payment:** **Prepared By:**

| EMP ID | EMPLOYEE NAME | DESIGNATION | BASIC SALARY | ALLOWANCES / ADDITIONS | | | GROSS EARNINGS | DEDUCTIONS | | | TOTAL DEDUCTIONS | NET PAY | SIGNATURE / ACK. |
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| | | | | OVERTIME | TRANSPORT | OTHER | | TAX | PENSION | OTHER | | | |
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| | | **Total:** | | | | | | | | | | | |

Prepared By Checked By Approved By