# STAFF SALARY AND BENEFIT EXPENSE LEDGER

## Payroll Expenses Record

**ENTITY NAME:**

**LEDGER PERIOD:**

**PREPARED BY:**

**APPROVED BY:**

| DATE | EMP ID | EMPLOYEE NAME | DEPARTMENT | BASE SALARY | ALLOWANCES | OVERTIME / BON. | GROSS PAY | TAX WITHHELD | OTHER DEDUCT. | NET PAY | REF NO. |
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| | | | TOTAL: | | | | | | | | |

PREPARED BY (SIGNATURE / DATE)

VERIFIED BY (SIGNATURE / DATE)

AUTHORIZED BY (SIGNATURE / DATE)