Sample Payroll Record Summary

No	Name	Daily basic (RM)	Work day	PH	AL	MC	Basic (RM)	PH (RM)	MC (RM)	Total (RM)	Overtime			Total (RM)	Deductions		Total (RM)	Adv. (RM)	Net pay
											Hours	Rate	Amount		EPF	SOCSO			

Legend:
PH means Public Holiday
AL means Annual leave
MC means Sick leave
Adv. means Advance payment

Note:

- *This sample is just an overview on what information to be captured on the payroll record summary and it should be customized to suit your documentation needs.*
- *Year-to-date deductions should be detailed in the payroll record summary if it is applicable in your entity.*

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