



Sample – Worker’s Payroll Record Summary

SAMPLE – WORKER’S PAYROLL RECORD SUMMARY

No	Name	Daily Basic (RM)	Workday	Overtime (Rate and Amount)			Deduction (Advance, SOCSO, EPF, etc)	Deduction (Total RM)	Net Pay (RM)
				Normal	Restday	Public Holiday			

**Note: This sample is just an overview on what information to be captured on the payroll record summary and it should be customised to suit your documentation needs.*

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