



Payroll Period	[Period]	Prepared By	[Name]	Review Date	[Date]	Status	Draft
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Free-to-use Employee Payroll Report Template

Employee Name	Basic Salary	Allowances	Overtime Pay	Bonus	BIR Withholding Tax	SSS	PhilHealth	Pag-IBIG	Other Deductions	Net Pay

Validation note: Reconcile salary, approved overtime, bonuses, deductions, employee master data, and remittance records before payroll approval.

This template illustrates a possible reporting structure only. Validate payroll calculations, statutory contributions, and withholding requirements with the organisation’s payroll, tax, or legal advisers.