

Employee-wise Arrears Calculation Sheet

Employee Name:	Jane Doe	Employee Code:	EMP12345
Designation:	Accountant	Department:	Finance
Period of Arrears:	Jan 2023 - Mar 2023	Date of Calculation:	20-Apr-2024

Month	Basic Salary	Revised Basic	Difference	DA	HRA	Other Allowances	Total Arrears
Jan 2023	25,000	27,000	2,000	500	600	300	3,400
Feb 2023	25,000	27,000	2,000	500	600	300	3,400
Mar 2023	25,000	27,000	2,000	500	600	300	3,400
Grand Total Arrears							10,200

Important Notes:

- This sheet is for internal payroll and audit purposes only.
- Ensure all revised salary structures are supported by relevant approval documents.
- Calculations are based on applicable company policies and statutory requirements.
- Verify all employee data and allowance break-ups before processing payment.
- Contact the Payroll Department in case of discrepancies or queries.