

Payroll Arrears Calculation (Excel Format)

Employee ID	Employee Name	Month (For Which Arrears Due)	Basic Pay (Old)	Basic Pay (Revised)	Difference	DA (Old)	DA (Revised)
1001	John Doe	Jan 2024	25,000	27,000	2,000	5,000	5,400
1002	Mary Smith	Jan 2024	32,000	35,000	3,000	8,000	8,750
1003	Ravi Kumar	Jan 2024	28,000	29,500	1,500	6,500	6,800

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- Verify that revised pay structures are approved before calculation.
- Ensure all months and arrear periods are correctly mentioned for each employee.
- Double-check formulae for calculating 'Difference' and 'Total Arrears'.
- Document reasons for arrears (increment, policy changes, corrections) in the 'Remarks' column.
- Attach management approval and supporting documents when sharing this sheet.