

Retroactive Pay Arrears Calculation Sheet

Employee Details

| | | | |
|---------------|----------------|-----------------|-------------|
| Employee Name | John Doe | Employee ID | EMP10342 |
| Designation | Senior Analyst | Department | Finance |
| Pay Scale | Level 8 | Date of Joining | 15 Feb 2019 |

Arrears Period

| | | | |
|----------------------------|-------------|----|-------------|
| From | 01-Jan-2023 | To | 31-Mar-2023 |
| Date of Pay Revision Order | 10-Apr-2023 | | |

Retroactive Pay Calculation

| Month | Old Basic Salary | Revised Basic Salary | Difference | Other Allowances Difference | Total Arrears |
|---------------------|------------------|----------------------|------------|-----------------------------|---------------|
| January 2023 | 35,000 | 38,500 | 3,500 | 900 | 4,400 |
| February 2023 | 35,000 | 38,500 | 3,500 | 900 | 4,400 |
| March 2023 | 35,000 | 38,500 | 3,500 | 900 | 4,400 |
| Grand Total Arrears | | | | | 13,200 |

Deductions (if any)

| Type of Deduction | Amount |
|-------------------------------|--------|
| Tax Deduction at Source (TDS) | 1,200 |
| Other | 0 |
| Total Deductions | 1,200 |

| | |
|---------------------|--------|
| Net Arrears Payable | 12,000 |
|---------------------|--------|

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| Prepared By HR/Admin Representative |
| Checked By Accounts Officer |
| Approved By Authority/Manager |

Important Notes

- This sheet is for calculation and approval of retroactive salary arrears only.
- Amounts are based on verified payroll records and pay revision orders.
- All tax deductions/calculations must comply with prevailing tax laws.
- Ensure managerial approval before processing final payment.
- Attach supporting documents, such as pay revision orders and related approvals.