Automated PF Contribution Excel Sheet Template for Payroll

Employee Provident Fund (PF) Contribution Sheet

Sr. No.	Employee Name	Employee ID	Designation	Basic Salary (â‚¹)	Employee PF (12%)	Employer PF (12%)	Total PF Contribution (â‚¹)	PF UAN
1	Amit Sharma	EMP001	Accountant	15,000	=B2*12%	=B2*12%	=F2+G2	100123456789
2	Rekha Singh	EMP002	Manager	25,000	=B3*12%	=B3*12%	=F3+G3	100987654321
3	Nikhil Verma	EMP003	Clerk	12,000	=B4*12%	=B4*12%	=F4+G4	100112233445

- PF contributions are calculated at 12% of the employee's basic salary from both employee and employer as per statutory requirements.
- Ensure accurate UAN (Universal Account Number) entry for each employee.
- PF contributions should be deposited by the employer before the stipulated deadline every month.
- This sheet is a sample; formulas should be correctly set in your Excel file for automation.
- Always verify payroll and statutory changes for compliance before finalizing payouts.