

Editable PF Contribution Spreadsheet Format

Organization Name:

[Enter organization name here]

Month & Year:

[Enter month and year]

S/N	Employee Name	Employee Code	Designation	Basic Salary	PF Wages	Employee PF (12%)	Employer PF (3.67%)	Employer EPS (8.33%)	Total PF Deposit
1	[Employee Name]	[Emp Code]	[Designation]	[Basic Salary]	[PF Wages]	[Emp PF]	[Er PF]	[Er EPS]	[Total]
2	[Employee Name]	[Emp Code]	[Designation]	[Basic Salary]	[PF Wages]	[Emp PF]	[Er PF]	[Er EPS]	[Total]

Prepared By:

[Name]

Date:

[Date]

Important Notes:

- This spreadsheet is meant to be edited for each payroll cycle.
- Ensure all values and calculations conform to latest government PF guidelines.
- Employee and employer contributions should be carefully verified before submission.
- Maintain records for audit and statutory compliance.
- Update employee details immediately if there are changes in status or salary.