

Employee-wise ESI Payroll Sheet — Sample Format (June 2024)

Sr. No.	Employee Code	Employee Name	Designation	ESI No.	No. of Days Worked	Gross Wages (₹)	ESI Employee Contribution (₹)	ESI Employer Contribution (₹)	Remarks
1	EMP001	Rajesh Kumar	Operator	1001353489	26	15,000	195	406	
2	EMP012	Seema Patel	Packer	1001462251	24	12,000	156	324	
3	EMP019	Amjad Khan	Helper	1001590488	25	13,500	176	364	
4	EMP028	Anita Sinha	Assembler	1001623342	27	16,000	208	433	
5	EMP033	Suresh Rao	Supervisor	1001688777	26	17,000	221	459	
Total						73,500	956	1,986	

- This sheet facilitates ESI calculations and remittance for each employee every month.
- Ensure accuracy in employee codes, ESI numbers, days worked, and wages to avoid compliance issues.
- Both Employee (0.75%) and Employer (3.25%) ESI contributions are calculated on gross wages as per current rules.
- Retain this record for audit, statutory, and payroll processing purposes.
- Remarks column can be used for special notes, arrears, or adjustments.