

Best Practices: Employee Payscale Structure

Sheet Format

1. Payscale Structure Overview

Grade	Position Title	Min Salary	Mid Salary	Max Salary	Allowance	Bonus Eligibility
G1	Junior Associate	\$30,000	\$35,000	\$40,000	\$2,000	Yes
G2	Associate	\$41,000	\$48,000	\$55,000	\$2,500	Yes
G3	Senior Associate	\$56,000	\$65,000	\$75,000	\$3,000	Yes
G4	Manager	\$76,000	\$90,000	\$105,000	\$4,000	Yes

2. Sample Detailed Payscale Sheet

Employee Name	ID	Designation	Grade	Base Salary	Allowance	Gross Salary	Joining Date	Remarks
Jane Taylor	1023	Associate	G2	\$48,000	\$2,500	\$50,500	15-Jan-2022	-
Mike Johnson	1042	Manager	G4	\$90,000	\$4,000	\$94,000	07-Apr-2019	Promoted 2023
Amy Chen	1099	Senior Associate	G3	\$65,000	\$3,000	\$68,000	12-Sep-2020	-

Important Notes

- Ensure the payscale sheet is reviewed and updated annually to maintain market competitiveness and internal equity.
- Always keep sensitive salary information confidential and limit access as required.
- Grades and pay ranges should align with organizational roles and career progression frameworks.
- Detailing additional components such as allowances, bonuses, and remarks increases transparency.
- Consistently use clear, standardized titles and formats across all pay structure documents.