

Payscale Structure Sheet - Editable Format

Employee Name	<input type="text" value="Enter Employee Name"/>	Employee ID	<input type="text" value="Enter Employee ID"/>
Designation	<input type="text" value="Enter Designation"/>	Department	<input type="text" value="Enter Department"/>
Joining Date	<input type="text" value="YYYY-MM-DD"/>	Location	<input type="text" value="Enter Location"/>

Salary Structure

Component	Monthly (â‚¹)	Annual (â‚¹)
Basic Salary	<input type="text"/>	<input type="text"/>
House Rent Allowance (HRA)	<input type="text"/>	<input type="text"/>
Conveyance Allowance	<input type="text"/>	<input type="text"/>
Special Allowance	<input type="text"/>	<input type="text"/>
Other Allowances	<input type="text"/>	<input type="text"/>
Gross Salary	<input type="text"/>	<input type="text"/>

Provident Fund (PF)	<input type="text"/>	<input type="text"/>
Professional Tax	<input type="text"/>	<input type="text"/>
TDS	<input type="text"/>	<input type="text"/>
Total Deductions	<input type="text"/>	<input type="text"/>
Net Salary (Payable)	<input type="text"/>	<input type="text"/>

Important Notes:

- Editable payscale structure sheets must be updated for any salary changes, allowances, or deductions.
- Ensure all figures are verified for accuracy to avoid payroll discrepancies.
- This document should be kept confidential and shared only with authorized personnel.
- Comply with applicable statutory requirements (PF, tax, etc.) as per local laws.
- Customize components as per organizationâ€™s HR policies or industry standards.