

Payscale Structure Sheet - Editable Format

Employee Name	Enter Employee Name	Employee ID	Enter Employee ID
Designation	Enter Designation	Department	Enter Department
Joining Date	YYYY-MM-DD	Location	Enter Location

Salary Structure

Component	Monthly (â,1)	Annual (â,1)
Basic Salary		
House Rent Allowance (HRA)		
Conveyance Allowance		
Special Allowance		
Other Allowances		
Gross Salary		

Provident Fund (PF)		
Professional Tax		
TDS		
Total Deductions		
Net Salary (Payable)		

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.