

Essential Formats for Employee Payscale Structure Documentation

1. Company & Document Details

Document Title	Employee Payscale Structure
Company Name	[Your Company Name]
Effective Date	[dd/mm/yyyy]
Prepared By	[HR Manager Name]
Approved By	[Approver Name & Position]

2. Introduction

This document outlines the structure and guidelines for employee compensation within the organization. It ensures transparency, equity, and compliance in salary administration.

3. Payscale Structure Table

Grade/Level	Position/Role	Basic Salary Range	Allowances	Other Benefits
G1	Junior Associate	\$2,000 - \$2,500	Transport	Health Insurance
G2	Associate	\$2,500 - \$3,500	Transport, Meals	Health, Life Insurance
G3	Senior Associate	\$3,500 - \$5,000	Transport, Meals, Housing	Insurance, Provident Fund
G4	Manager	\$5,000 - \$8,000	All Allowances	Full Benefits

4. Salary Review Frequency

Review Type	Frequency	Responsible
Annual Salary Review	Every 12 Months	HR & Department Head
Promotion Review	Announced As Needed	Line Manager

5. Approval & Record

Date of Approval: _____
Approver's Signature: _____

Important Notes

- Regularly update payscale structures to reflect market trends and organizational changes.
- Ensure all changes and approvals are properly documented and authorized.

- Maintain confidentiality of all payscale and employee compensation details.
- Comply with all applicable labor laws and wage guidelines in your jurisdiction.
- Document should be easily accessible to authorized personnel only.