

Employee Payscale Structure Sheet

HR Reference Document

Date Issued: 2024-06-15

Employee Details

Employee Name	Jane Doe	Employee ID	EMP-00234
Designation	Senior Software Engineer	Department	Technology
Date of Joining	2021-07-10	Work Location	Head Office

Payscale Structure

Component	Monthly Amount (USD)	Annual Amount (USD)	Remarks
Basic Salary	3,500	42,000	
House Rent Allowance (HRA)	1,400	16,800	40% of Basic
Medical Allowance	300	3,600	Fixed
Conveyance Allowance	200	2,400	Fixed
Special Allowance	600	7,200	Variable
Total Gross Salary	6,000	72,000	

Deductions

Deduction Type	Monthly Amount (USD)	Annual Amount (USD)	Remarks
Professional Tax	25	300	As per state law
Provident Fund (12%)	420	5,040	12% of Basic
Total Deductions	445	5,340	

Net Salary

Monthly Net Salary (USD)	Annual Net Salary (USD)
5,555	66,660

Important Notes:

- This pay scale structure serves as an internal HR reference and is subject to revision.
- All amounts are shown in USD and are for illustration purposes.
- Salary components and deductions may vary based on company policy, location, or legal requirements.
- The actual salary disbursed may differ due to statutory or voluntary deductions not listed here.
- Employees should confirm with HR for any personalized clarification or updates.

