

# 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
<strong>Total Gross Salary</strong>	<strong>6,000</strong>	<strong>72,000</strong>	

## 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
<strong>Total Deductions</strong>	<strong>445</strong>	<strong>5,340</strong>	

## 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.

