

Monthly Employee Payslip

Employee Name:	Jane Doe	Employee ID:	EMP1029
Designation:	Software Engineer	Department:	Information Technology
Payslip Month:	June 2024	Date of Issue:	30-06-2024

Earnings

Description	Amount
Basic Salary	₹ 50,000
House Rent Allowance (HRA)	₹ 15,000
Conveyance Allowance	₹ 2,000
Special Allowance	₹ 5,000
Performance Bonus	₹ 3,000
Total Earnings	₹ 75,000

Deductions

Description	Amount
Provident Fund (PF)	₹ 4,800
Professional Tax	₹ 200
Income Tax (TDS)	₹ 3,000
Medical Insurance	₹ 800
Total Deductions	₹ 8,800

Net Pay

Net Pay (Earnings - Deductions)	₹ 66,200
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Bank Details

Bank Name	ABC Bank Ltd.
Account Number	XXXXXXXXX1234
IFSC Code	ABCD0123456

Leave Summary (June 2024)

Total Leaves

2

Leaves Taken	1
Leave Balance	1

Important Notes:

- This payslip is a confidential document intended for the named employee only.
- Review your earnings and deductions carefully. Report discrepancies to HR within this pay period.
- Ensure your bank and personal information are up to date for accurate payroll processing.
- Keep this document for income tax and record-keeping purposes.
- Leave details affect salary according to the company's leave policy.