

Salary Advance Deduction Statement

Employee Name: Jennifer Smith
Employee ID: 00453
Designation: Accounts Officer
Department: Finance
Statement Date: 22 June 2024

Advance Details

Advance Amount: \$2,000
Advance Date: 2 June 2024
Repayment Start: June 2024 Payroll
Repayment Term: 4 months
Monthly Deduction: \$500

Deduction Schedule

| Month | Deduction Amount | Outstanding Balance |
|----------------|------------------|---------------------|
| June 2024 | \$500 | \$1,500 |
| July 2024 | \$500 | \$1,000 |
| August 2024 | \$500 | \$500 |
| September 2024 | \$500 | \$0 |

Prepared By: Susan Lee (HR Officer)
Signature: _____

Important Notes

- This statement documents the repayment schedule for a salary advance and must be retained for both employee and HR records.
- Deductions are automatic and appear in the monthly payroll until the advance is fully settled.
- No further advances shall be granted until previous advances are cleared unless approved by management.
- Employees should review and confirm the deduction schedule; discrepancies must be reported promptly.
- This document does not replace the original advance approval paperwork.