CSV Format: Arrear Payment Statement Layout

Column Name	Description	Sample Value
Employee ID	Unique identification number for the employee	EMP001
Employee Name	Full name of the employee	Jane Doe
Department	Employee's department or division	Finance
Designation	Job title or position	Accountant
Pay Period Start	Start date of the arrear period (YYYY-MM-DD)	2023-07-01
Pay Period End	End date of the arrear period (YYYY-MM-DD)	2023-09-30
Total Arrears	Total arrear amount to be paid	4500.00
Tax Deductions	Total tax or statutory deductions	450.00
Net Arrear Payable	Net amount to be paid after deductions	4050.00
Remarks	Additional information or comments	Salary revision arrears

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Employee ID,Employee Name,Department,Designation,Pay Period Start,Pay Period End,Total Arrears,Tax Deductions,Net Arrear Payable,Remar
EMP001,Jane Doe,Finance,Accountant,2023-07-01,2023-09-30,4500.00,450.00,4050.00,Salary revision arrears
EMP002,John Smith,HR,Manager,2023-07-01,2023-09-30,5000.00,500.00,4500.00,Promotion arrears
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- Ensure that all mandatory columns are present and correctly formatted before uploading or processing the CSV file.
- Date fields should use the YYYY-MM-DD format to avoid ambiguity.
- Amounts must be numeric and should not contain currency symbols.
- Remarks column can be left blank if not applicable.
- Double-check employee identifiers to prevent payment errors or duplication.