

# Standardized Arrear Payment Statement

Document Reference No: APS/2024/001

Date Issued: 2024-06-30

Employee Name	John Doe	Employee ID	EMP10245
Department	Finance	Designation	Senior Accountant
Arrear Period	Jan 2024 - Mar 2024	Payment Date	2024-06-30

Month	Component	Amount (USD)	Remarks
January 2024	Basic Salary	800	Adjustment
February 2024	Basic Salary	800	Adjustment
March 2024	Bonus	300	Performance Bonus Arrear
Total		1,900	

Prepared By: Payroll Department

Authorized Signature: \_\_\_\_\_

## Important Notes:

- This statement serves as an official record of arrear payments processed for the period stated above.
- All figures are in USD unless specified otherwise.
- Please verify the details and contact HR/Payroll for any discrepancies.
- This document should be retained for your records and future reference.