

Consolidated Salary Arrears Pay Sheet

Organization: [Your Organization Name]

Pay Month: [Month/Year]

Sheet No.: [Sheet Number]

Date: [Date]

Employee Salary Arrears Details

S. No.	Employee Name	Employee ID	Designation	Department	Period of Arrears	Basic Pay Arrears	Allowances Arrears	Deductions	Net Arrears Payable	Signature
1	Rahul Sharma	EMP1024	Accountant	Finance	Jan-Feb 2024	12,500	3,200	900	14,800	
2	Neha Singh	EMP1045	Executive	Marketing	Jan-Feb 2024	10,200	2,700	750	12,150	
3	Vikas Kumar	EMP1077	Manager	HR	Jan-Feb 2024	16,000	4,000	1,200	18,800	
4	Anjali Verma	EMP1102	Assistant	Admin	Jan-Feb 2024	9,300	1,900	600	10,600	
Total						48,000	11,800	3,450	56,350	

Certified By

Prepared By	Checked By	Approved By
Date:	Date:	Date:

Important Notes

- This Pay Sheet should be verified and certified by the responsible authorities before disbursal.
- Ensure all entries, arrears calculations, and deductions are accurate to avoid payment discrepancies.
- Attach supporting documents justifying the salary arrears, such as previous pay revisions or corrections.
- Employees are required to sign against their names upon receiving payment.