

Standard Salary Arrears Adjustment Document

Document No.:	SSA/2024/081	Date:	2024-06-28
Employee Name:	Jane Doe	Employee ID:	EMP12034
Department:	Finance	Designation:	Senior Accountant

Arrears Adjustment Details

Month	Original Salary (USD)	Revised Salary (USD)	Difference (USD)	Remarks
January 2024	2,800	3,000	200	Salary revision effective
February 2024	2,800	3,000	200	
March 2024	2,800	3,000	200	
Total Arrears Due (USD):			600	

Important Notes:

- This document is used to process salary arrears arising from past period corrections or salary revisions.
- Ensure all details are verified and approved before disbursement.
- Retain this document for payroll audit and compliance purposes.
- Contact HR if there are discrepancies in the arrears calculation.

Prepared By

Name & Signature:

Reviewed By

Name & Signature:

Approved By

Name & Signature: