

Department-wise Arrear Payment Record Sheet

Organization: ABC Corporation Ltd.

Financial Year: 2023-2024

Date Generated: 15 June 2024

Department: Human Resources

Sl. No.	Employee ID	Employee Name	Designation	Month(s) of Arrears	Arrear Amount	Paid On	Payment Mode	Remarks
1	HR1021	Anjali Gupta	HR Manager	Jan - Feb 2024	₹18,000	2 Mar 2024	Bank Transfer	-
2	HR1087	Rahul Mehra	Recruiter	Feb 2024	₹8,500	7 Mar 2024	Cheque	Delayed joining
3	HR1135	Priti Joshi	Payroll Assistant	Mar 2024	₹6,200	10 Apr 2024	Bank Transfer	Extra hours
4	HR1204	Suresh Kamat	HR Executive	Jan 2024	₹5,000	15 Feb 2024	Cash	-

Important Notes:

- Ensure all arrear payments are verified and approved as per HR and finance policies.
- Maintain supporting documents and approvals for audit and compliance purposes.
- Fill all fields accurately to avoid discrepancies during audits.
- Update this sheet regularly and keep backups.
- Confidentiality of employee payment data must be maintained at all times.