

Detailed Payroll Arrears Calculation

Employee Information

Employee Name	Jane Doe	Employee ID	EMP-10235
Designation	Payroll Analyst	Department	Finance
Pay Period	January 2024	Date of Calculation	10 June 2024

Arrears Calculation Summary

Description	Amount (USD)
Base Salary (Difference)	350.00
Allowances (HRA, DA, etc.)	120.00
Bonus/Performance Pay (if any)	60.00
Overtime Pay	75.00
Deductions (Late Corrections)	-30.00
Total Arrears Payable	575.00

Calculation Details

Component	Previous Amount	Revised Amount	Difference
Basic Salary	2000.00	2350.00	350.00
Housing Allowance	800.00	900.00	100.00
Other Allowance	300.00	320.00	20.00
Performance Bonus	0.00	60.00	60.00
Overtime Pay	25.00	100.00	75.00
Correction of Previous Deduction	30.00	0.00	-30.00

Important Notes

- Arrears are paid to account for salary or allowance differences arising from retroactive changes or corrections.
- All amounts are calculated based on documented payroll entries and company policies.
- This document should be reviewed by both HR and Payroll departments before final disbursement.
- Employees are advised to retain this document for their records and future reference.