

Employee: Anita Director
ID: rs_hr_dir

Pay Period: July 2026
Date: 21 Jul 2026

A. ATTENDANCE SUMMARY	
Working days in July 2026	27
Days present (attendance)	0
Timesheet-only days (approved)	0
Total worked days (union)	0
Paid leave days credited	0.0
Unpaid leave days	0.0
Effective days (for pay calculation)	0.0
Daily rate (monthly ÷ 26)	Rs. 3,769.23

B. LEAVE DETAIL (APPROVED, THIS MONTH)	
No approved leave taken this period.	

C. SALARY COMPONENTS (MONTHLY, BEFORE PRO-RATION)	
Basic Salary	Rs. 39,200.00
HRA	Rs. 19,600.00
Conveyance Allowance	Rs. 1,600.00
Medical Allowance	Rs. 1,250.00
Special Allowance	Rs. 36,350.00
Gross (full month)	Rs. 98,000.00

D. PAY CALCULATION WALKTHROUGH	
Full month gross	Rs. 98,000.00
Effective / Working days	0.0 / 27 (0.0%)
Pro-rated gross	Rs. 0.00
= Gross Pay	Rs. 0.00
- PF (EPF)	Rs. 1,800.00
- Professional Tax	Rs. 200.00
= Net Pay	Rs. -2,000.00

E. EMPLOYER COST (CTC)	
Employee Net Pay	Rs. -2,000.00
+ Statutory Deductions (employee)	Rs. 2,000.00
+ Employer PF	Rs. 1,800.00
= Monthly CTC	Rs. 1,800.00

F. HOURS LOGGED	
Attendance hours	0 h
Timesheet hours (approved)	0 h
Overtime hours	0 h

Authorised Signatory