

First month salary slip format

Fictional sample for editing and authorised review

FICTIONAL SAMPLE FOR EDITING

Employer: Cedar Demo Services Private Limited

Employee: Asha Rao (fictional)

Employee ID: DEMO-J01

Designation: Customer Support Associate

Pay period: 1 to 30 September 2026

Joining date: 11 September 2026

Proration basis approved for this example: 20 payable calendar days out of 30

Full month basic: INR 24,000

Full month HRA: INR 9,000

Full month other allowance: INR 3,000

Prorated basic: INR 16,000

Prorated HRA: INR 6,000

Prorated other allowance: INR 2,000

Gross earnings: INR 24,000

Payroll approved PF deduction: INR 1,800

Payroll approved other deductions: INR 200

Total deductions: INR 2,000

Net pay: INR 22,000

Payment date: 30 September 2026

Payment reference: [actual bank reference]

Prepared and approved by: [authorised payroll officer]