

END OF SERVICE BENEFITS PAYROLL LEDGER

Employee Name:	_____	Employee ID:	_____
Designation:	_____	Department:	_____
Date of Joining:	_____	Date of Leaving:	_____
Reason for Leaving:	_____	Length of Service:	_____

Salary Details (Last Drawn)

Earnings Description	Amount
Basic Salary	
Housing Allowance	
Transportation Allowance	
Other Fixed Allowances	
Total Gross Salary (for Gratuity Base)	

Gratuity Pay Calculation

Service Period Segment	Calculated Days	Rate Basis	Accrued Amount
Initial Period Service (up to 5 Years)			
Subsequent Period Service (above 5 Years)			
Total Gratuity Benefit Accrued			

Final Settlement, Adjustments & Deductions

Description	Additions (+)	Deductions (-)
Unused Leave Encashment		
Pending Salary / Notice Period Pay		
Outstanding Loans / Advances		
Asset Damage / Non-Return Deductions		
Other Adjustments		
Sub-Totals		

NET PAYABLE END OF SERVICE BENEFIT

Prepared By (HR)

Checked By (Finance)

Approved By (Management)

Employee Acknowledgement