FINAL SETTLEMENT & WAGES CALCULATOR

Full and Final Pay Statement

Employee Details

Employee Name

Employee ID

Department / Designation

Date of Joining

Date of Resignation/Termination

Notice Period Served (Days)

Earnings & Receivables

Description	Amount
Basic Salary (Pro-rata)	
House Rent Allowance (HRA)	
Unutilized Leave Encashment	
Gratuity / Severance Pay	
Notice Pay (if applicable)	
Performance Bonus / Commission	
Other Allowances	
Total Earnings (A)	

Deductions & Recoveries

Description	Amount
Income Tax (TDS)	
Provident Fund / Pension Contribution	

Description	Amount
Salary Advance / Loan Recovery	
Notice Period Shortfall Recovery	
Company Assets Damage / Non-Return	
Professional Tax	
Other Deductions	
Total Deductions (B)	

Net Payable (A - B)

Prepared By (HR Specialist)

Approved By (Finance/Payroll)

Accepted By (Employee Signature)