

Microsoft Excel

Module 53 - Creating Employee Salary Sheet in MS Excel

Salary Sheet

To create an employee salary sheet in MS Excel, start by setting up a basic template with columns for employee ID, name, basic pay, allowances, deductions, and net salary. Input employee data and relevant figures, then use formulas to calculate gross pay, deductions, and ultimately, the net salary.

Steps:

1. Set up the template:

- Open a new Excel sheet.
- Create columns for essential information like Employee ID, Name, Basic Pay, Allowances, Deductions, and Net Salary.
- You can also include columns for other details like Department, Designation, etc.

2. Input employee data:

- Enter employee details, including their ID, name, and basic pay in the corresponding columns.
- Input the various allowances (e.g., HRA, DA) and deductions (e.g., PF, Income Tax).

3. Calculate Gross Pay:

In a cell for Gross Pay, use a formula to add up the basic pay and all allowances. For example, if Basic Pay is in cell B2 and HRA in cell C2, the formula could be =B2+C2.

4. Calculate Deductions:

Similarly, in a cell for Total Deductions, use a formula to add up all the deduction amounts. For example, if PF is in cell D2 and Income Tax in cell E2, the formula could be =D2+E2.

5. Calculate Net Salary:

In a cell for Net Salary, use a formula to subtract total deductions from gross pay. For example, if Gross Pay is in cell F2 and Total Deductions in cell G2, the formula could be =F2-G2.

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6. Format the sheet:

Use Excel's formatting options to make the sheet visually appealing and easy to read.

You can adjust column widths, apply bolding to headings, and use colors to highlight key areas.

7. Copy and paste:

You can copy the formulas and formatting down to the next rows to apply them to other employees.

This ensures that all the calculations are done automatically once you input the employee details.

Example

Sr.no.	Name	Designation	Basic Salary	Attendance	Salary	HRA (12%)	DA (6%)	Conveyance (5%)
1	Ram	Manager	50000	28				

Overtime in Hours	Overtime Salary	Gross Salary	PF (2%)	ESI (4%)	In Hand
20					

Make a Salary Sheet Of 10 Employees:

- Salary:**
=Basic Salary/30*Attendance
- HRA:**
=Salary*12%
- DA:**
=Salary*6%
- Conveyance:**
=Salary*5%
- Overtime Salary:**
=Basic Salary/30/8*Overtime in Hours
- Gross Salary:**
=Salary+HRA+DA+Conveyance+Overtime
- PF:**
=Salary*2%
- ESI:**
=Salary*4%
- In Hand:**
Gross Salary-PF-ESI