

Salary Adjustment Payroll Summary

Department: Human Resources

Payroll Period: June 1, 2024 – June 30, 2024

Date Prepared: July 5, 2024

Employee ID	Name	Position	Previous Salary	Adjusted Salary	Adjustment Amount	Effective Date	Reason for Adjustment
1001	Jane Doe	Senior Analyst	\$4,200	\$4,500	\$300	2024-06-15	Annual Merit Increase
1007	John Smith	Project Manager	\$5,500	\$5,900	\$400	2024-06-20	Promotion
1012	Sarah Lee	Accountant	\$3,800	\$4,000	\$200	2024-06-10	Market Adjustment
						\$900	Total Adjustment

Important Notes:

- All salary adjustments are subject to approval by the authorized management.
- Please verify the effective date before processing adjustments in payroll.
- Attach supporting documentation for each adjustment (e.g., performance review, promotion letter).
- This summary should be kept confidential and is intended for internal use only.