

Employee Salary Correction Request

Document Reference: SAL-CORR-REQ

Date of Request:

Employee Name:

Employee ID:

Department:

Designation:

Correction Details

Description	Current (Incorrect)	Proposed (Corrected)
Basic Salary	_____	_____
Allowances	_____	_____
Deductions	_____	_____
Net Salary	_____	_____

Reason for Correction

Requested By

Name: _____ Signature: _____ Date: _____

Reviewed & Approved By (HR/Manager)

Name: _____ Signature: _____ Date: _____

Important Notes:

- This form should be filled truthfully and accurately by the employee.
- Attach supporting documents as evidence of required corrections (e.g., payslips, contracts).
- Salary corrections are subject to HR and management approval.
- Incomplete or unsigned requests may lead to processing delays or rejection.
- Keep a copy of the submitted document for future reference.