

Payroll Adjustment Approval Form

Employee Name

Employee ID

Department

Pay Period

Date Requested

Adjustment Details

Type of Adjustment

Adjustment Amount

Reason for Adjustment

Supporting Documents

List Attached Documents

Approvals

Prepared By

Date

Supervisor

Date

HR/Payroll

Name

Date

Important Notes:

- Ensure all applicable fields are completed and supporting documents are attached.
- Adjustments must be approved before processing payroll changes.
- Retain a copy of this form for audit and record-keeping purposes.
- Unauthorized or late adjustments may not be processed within the current pay cycle.