

Payroll Adjustment Approval Form

Employee Name

Employee ID

Department

Pay Period

e.g. Mar 1 - Mar 15, 2024

Date Requested

Adjustment Details

Type of Adjustment

 Select...

Adjustment Amount

Reason for Adjustment

Supporting Documents

List Attached Documents

e.g. Timesheet, Approval Email, etc.

Approvals

Prepared By

Name

Date

Supervisor

Name

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.