

Payroll Correction Memo: Salary Adjustment

Date: _____

Employee Name: _____

Employee ID: _____

Department: _____

Subject: Payroll Adjustment – Correction of Salary

Details of Correction:

Previous Salary: _____

Corrected Salary: _____

Pay Period Affected: _____

Reason for Adjustment:

Description / Explanation:

Authorized by:

Name: _____

Position: _____

Signature: _____

Date: _____

Received by (Employee):

Name: _____

Signature: _____

Date: _____

Important Notes:

- All payroll correction memos must be properly authorized before processing.
- Clear explanation and supporting documents (if any) must be attached.
- Employees should review and acknowledge receipt of salary adjustment.
- HR and Payroll departments should retain copies for audit and record purposes.
- Any dispute should be raised within the reporting cycle of the correction.