Payroll Error Rectification Form

Employee Details

Employee Name

Employee ID

Department

Contact Number

Payroll Error Details

Pay Period | e.g., March 2024

Date Error Identified

Type of Error | Select ▼

Description of Error | Describe the payroll error

Correction Requested / Suggested Solution | Specify the correction you

Authorization

Requested By

Signature | (if printed)

Date

HR/Payroll Use Only

Action Taken | Details of rectification

Processed By

Date

Important Notes

- Ensure all sections are filled out accurately before submission.

- Attach supporting documents, such as payslips or timesheets, if required.

- This form should be submitted to the HR or Payroll department as soon as an error is detected.

- Rectification may take time depending on the complexity and verification process.

- Keep a copy of the completed form for your records.