

# Payroll Adjustment Approval Document

Document No.	PA-2024-001
Date Submitted	2024-06-15
Employee Name	John Doe
Employee ID	EMP12345
Department	Finance
Position	Payroll Specialist

## Nature of Adjustment

Payroll Period	May 2024
Adjustment Type	Overtime Hours Correction
Description/Reason	Overtime hours were underreported for the pay period due to a submission error. Requesting adjustment of total overtime from 6 hours to 10 hours for accurate payroll processing.
Adjustment Amount	\$120.00

## Attachments

- Employee Overtime Sheet
- Manager's Email Approval
- Timecard Record

## Approvals

Prepared by \_\_\_\_\_  
Date: \_\_\_\_\_

Reviewed by (Manager) \_\_\_\_\_  
Date: \_\_\_\_\_

Approved by (HR) \_\_\_\_\_  
Date: \_\_\_\_\_

## Important Notes

- All payroll adjustments must be supported by valid documentation and necessary approvals.
- This form should be submitted before payroll finalization for the concerned period.
- Unauthorized or incomplete forms may delay or prevent the adjustment process.

- Maintain copies of this document for audit and record-keeping purposes.
- Contact the Payroll Department for clarification or assistance regarding this process.