Payroll Deductions Approval Request

Employee Name

Enter full name

Employee ID

ID number

Department

Department

Designation

Designation

Pay Period

MM/YYYY

Deduction Details

Deduction Type

Select ▼

Amount

Deduction Date

Reason for Deduction / Additional Notes

Provide details if needed

Approvals

Employee Signature

Name or signature

Date

Supervisor/Manager Name

Supervisor Name

Supervisor Approval

Name or signature

Date

HR Approval

Name or signature

Date

_____

Important Notes:

- All deduction requests must be supported by adequate documentation and justification.
- Prior written consent from the employee is mandatory for deductions other than statutory requirements.
- Ensure approvals from both manager and HR before submitting to Payroll.
- Retain a copy of this document for future reference and compliance audits.
- Incorrect or incomplete forms may result in processing delays or rejection.