

Adjustment and Arrears Deduction Form

Employee Details

Employee Name

Employee ID

Department

Designation

Adjustment/Arrear Details

Description	Month(s)	Amount	Type
<input type="text"/>	e.g. Jan 2024	<input type="text"/>	Deduction <input type="button" value="v"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	Deduction <input type="button" value="v"/>

Reason/Remarks

Approval

Prepared By

Approved By

Date

Important Notes:

- Ensure all details are accurate before submission.
- This document must be approved by authorized personnel.
- Attach supporting documents if required for adjustments or arrears.
- Retain a copy of the filled form for your records.