

Adjustment and Arrears Deduction Form

Employee Details

Employee Name

Employee ID

Department

Designation

Adjustment/Arrear Details

Description	Month(s)	Amount	Type
	e.g. Jan 2024		Deduction ▾
			Deduction ▾

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.