

Payroll Discrepancy Investigation Report

Report Date

Reference Number

Reported By

Department

Employee Details

Employee Name

Employee ID

Designation

Payroll Period

Discrepancy Details

Date Detected

Type of Discrepancy

Description of Issue

Investigation Summary

Findings

Corrective Actions Taken

Authorized By

Name

Signature

Date _____

Important Notes

- Ensure all details are complete and accurate before submission.
- This document should be treated as confidential and shared only with authorized personnel.
- Attach supporting documents or evidence where applicable.
- Retain a copy of this report for future audits or references.
- Submit the completed report promptly to the payroll and HR departments.