

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.