

# Online Payroll Salary Adjustment Submission

Employee Name

Employee ID

Department

Current Salary

Proposed New Salary

Reason for Adjustment

Select Reason

Effective Date of Adjustment

Additional Notes

Enter any additional details if necessary

Submitted By

Manager Approval

Manager Name/Signature

Submission Date

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**Important Notes:**

- All salary adjustments must be justified and approved by the employee's direct manager.
- Ensure that the effective date does not precede the current payroll cycle.
- Supporting documents for the adjustment may be requested by HR.
- Incorrect or incomplete submissions may delay processing.
- This digital form is subject to your organization's data privacy and payroll policies.