

Payroll Adjustment Request Table

Employee Name	Employee ID	Department	Pay Period	Type of Adjustment	Adjustment Amount	Reason for Adjustment	Requested By	Date Requested	Approved By	Date Approved	Status
Jane Smith	10234	Finance	2024-06-01 to 2024-06-15	Overtime	\$120.00	Missed Overtime Hours	Michael Lee	2024-06-16	Sarah Kim	2024-06-18	Approved
John Doe	10789	Operations	2024-06-01 to 2024-06-15	Deduction	-\$50.00	Unpaid Leave	Alice Chen	2024-06-17	Robert Li	2024-06-19	Approved
Emily Tran	11325	HR	2024-06-01 to 2024-06-15	Bonus	\$200.00	Attendance Bonus	Linda Wong	2024-06-18	Tom Evans	2024-06-20	Pending

Important Notes:

- All payroll adjustment requests must be supported with proper documentation.
- Approval from the relevant department head or HR is required before processing any adjustment.
- Adjustment requests submitted after the payroll cycle may be processed in the next cycle.
- Ensure reasons for adjustments are clearly stated to avoid delays.
- Keep copies of approved adjustment forms for audit and compliance purposes.