

Internal HR Portal Form

Salary Adjustment Request

Employee Name

Employee ID

Department

Job Title

Manager/Supervisor

Date of Request

Current Salary

Proposed New Salary

Proposed Effective Date

Reason for Salary Adjustment

Supporting Documents (if any)

Choose File

No file selected

Approver's Name

Approval Date

Important Notes

- All salary adjustments must be properly justified and approved by authorized personnel.
- Attach any relevant supporting documents for a smoother approval process.
- Ensure all fields are accurately completed before submitting the request.
- Salary adjustments are subject to HR policy and internal review procedures.