

Payroll Software Input Template

Salary Amendments

Employee ID	Employee Name	Department	Amendment Type	Previous Salary	Revised Salary	Effective Date	Remarks
EMP1024	John Smith	Finance	Increment	4500	4950	2024-07-01	Annual Appraisal
EMP1137	Aisha Khan	Human Resources	Correction	4200	4300	2024-06-15	Payroll Correction
EMP1289	Michael Lee	IT	Promotion	5400	5900	2024-06-01	Promoted to Senior Developer

Important Notes

- Ensure all amendment entries are reviewed and approved by authorized personnel before submission.
- Effective date should reflect the date from which the new salary is applicable.
- Provide clear and concise remarks for each amendment for future reference and audit purposes.
- Do not remove or alter pre-existing employee records without proper documentation.
- All salary amendments should comply with company policies and statutory guidelines.