

Payroll Amendment Form

Salary Adjustments

Employee Information

Full Name

Employee ID

Department

Position

Current Salary Details

Current Salary (\$)

Salary Type

Select

Effective Since

Proposed Salary Adjustment

New Salary (\$)

Salary Type

Select

Effective Date

Reason for Adjustment

Authorization

Employee Signature | Date

Manager/Supervisor Signature | Date

HR Approval | Date

Important Notes

- All salary adjustments must be reviewed and approved by HR prior to implementation.
- Incomplete forms may result in processing delays.
- Attach any supporting documentation to justify the adjustment.
- This amendment only applies to salary changes; other compensation changes require a separate process.
- Retain a copy of the completed form for your records.