

Employee Salary Adjustment Submission Sheet

Employee Information

Employee Name		Employee ID	
Department		Job Title	
Manager Name		Date of Submission	

Current & Proposed Salary Details

	Current	Proposed
Base Salary		
Effective Date		
Other Allowances		
Remarks		

Reason for Adjustment

Approval

Prepared by		Date	
Line Manager		Date	
HR Review		Date	
Management Approval		Date	

Important Notes:

- All salary adjustments must comply with the company's compensation policy.
- Supporting documents and justification must be attached with this submission sheet.
- Ensure all approval signatures are obtained before submission to HR.
- Any false information may lead to disciplinary action.
- Contact HR for clarification on adjustment procedures if needed.