

Payroll Change Authorization Form

Employee Information

Employee Name

Employee ID

Department

Position/Title

Effective Date

Change Details

Type of Change

Previous Salary

New Salary

Reason for Change

Authorization

Prepared By

Date

Approved By

Date

Important Notes

- This form must be completed and authorized before any payroll changes are processed.
- All relevant documentation should be attached when applicable.
- Ensure accuracy of all details to avoid delays in payroll updates.
- Unauthorized changes may result in disciplinary actions.

- Contact the payroll department for any clarification required.