

Payroll Reimbursement and Adjustment Sheet

PAYROLL INFORMATION

Pay Period:
June 1, 2024 - June 15, 2024
Date Prepared:
June 16, 2024
Department:
Finance
Prepared By:
Maria Gomez

EMPLOYEE ADJUSTMENTS

Employee Name	Employee ID	Adjustment Type	Description	Amount (USD)	Supervisor Initials
John Doe	EMP123	Reimbursement	Travel Expenses (Client Visit)	320.00	MG
Jane Smith	EMP275	Payroll Adjustment	Correction: Salary Underpayment	150.00	MG
Lisa Tran	EMP142	Deduction Adjustment	Health Insurance Refund	-60.00	MG

Total Reimbursements:
\$320.00
Total Adjustments:
\$150.00
Total Deductions:
-\$60.00
Grand Total:
\$410.00

AUTHORIZATION

Finance Officer Signature:

Date:

HR Approval:

Date:

IMPORTANT NOTES

- All reimbursement and adjustment claims should be supported by valid documentation and receipts.
- Corrections and adjustments must be approved by both Finance and HR departments.
- Negative amounts indicate a deduction or payroll correction in favor of the company.
- This sheet should be kept confidential and used only for official payroll purposes.
- Ensure all signatures are obtained before submission for payroll processing.