

# Salary Change Notification Form for Payroll

## Employee Information

Employee Name

Enter full name

Employee ID

Enter employee ID

Department

Enter department

Position

Enter position

---

## Salary Change Details

Current Salary

e.g. \$45,000/year

New Salary

e.g. \$48,000/year

Effective Date

Reason for Change

Provide reason for salary change

---

## Approvals

Requested By

Name & title

Approved By

Name & title

Date

---

## Important Notes

- All salary changes must be approved by authorized personnel before submission to payroll.
- Effective dates should not be retrospective unless with proper justification and approval.
- Retain a copy of this form for departmental records.
- Ensure accuracy of employee and salary details to avoid processing delays.