

Salary Change Notification Form for Payroll

Employee Information

Employee Name

Employee ID

Department

Position

Salary Change Details

Current Salary

New Salary

Effective Date

Reason for Change

Approvals

Requested By

Approved By

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.