

Standard Payroll Correction Document

Employee Information

Employee Name:

Employee ID:

Department:

Position/Title:

Payroll Period Details

Payroll Period Start:

Payroll Period End:

Pay Date:

Correction Details

Date of Error:

Error Description:

Correct Amount/Hours:

Adjustment Amount:

Reason for Correction:

Authorization

Employee Signature & Date

Supervisor/Manager Signature & Date

Payroll Department Only

Important Notes

- Ensure all information provided is accurate and complete before submission.
- Attach any supporting documentation if applicable (e.g. pay stubs, time records).
- Obtain all required signatures prior to sending to payroll department.
- Corrections may take one full payroll cycle to process.
- This document is to be used for payroll errors only, not for regular payroll changes or updates.