

# Standard Payroll Correction Document

## Employee Information

Employee Name:

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Employee ID:

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Department:

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Position/Title:

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## Payroll Period Details

Payroll Period Start:

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Payroll Period End:

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Pay Date:

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## Correction Details

Date of Error:

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Error Description:

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Correct Amount/Hours:

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Adjustment Amount:

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Reason for Correction:

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## Authorization

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Employee Signature & Date

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Supervisor/Manager Signature & Date

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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.