**Bonus or Incentive Correction Form**

|  |  |  |  |
| --- | --- | --- | --- |
| **Company Name:** |  | **Department:** |  |
| **Form No.:** | BICF-2025 | **Date:** |  |

**Section 1: Employee Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee Name:** | John Doe | **Employee ID:** | EMP-4587 |
| **Job Title** |  | **Department** |  |
| **Pay Period:** |  | **Supervisor/Manager:** |  |

**Section 2: Bonus/Incentive Details**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type of Bonus/Incentive** | **Period Covered** | **Original Amount (PKR)** | **Corrected Amount (PKR)** | **Difference (PKR)** |
| Performance Bonus | Jan–Mar 2025 | 25,000 | 30,000 |  |
| Attendance Incentive | Jan–Mar 2025 | 10,000 | 8,000 |  |
| **Totals** | — |  |  |  |

*(Adjust formulas if adding more rows.)*

**Section 3: Reason for Correction**

|  |  |  |  |
| --- | --- | --- | --- |
| ☐ Data entry error | ☐ Miscalculated amount | ☐ Performance review update | ☐ Late eligibility confirmation |
| ☐ Other (please specify): | |  |  |

**Explanation:**

|  |
| --- |
|  |
|  |

**Section 4: Authorization and Verification**

| **Prepared By** | **Designation** | **Signature** | **Date** |
| --- | --- | --- | --- |
|  |  |  | \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_\_ |
| **Reviewed By (Supervisor)** | **Designation** | **Signature** | **Date** |
|  |  |  | \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_\_ |

| **Approved By (HR/Finance)** | **Designation** | **Signature** | **Date** |
| --- | --- | --- | --- |
|  |  |  | \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_\_ |

**Section 5: Payroll Office Use Only**

|  |  |
| --- | --- |
| Correction Entered By |  |
| Date Processed | \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_\_ |
| Payroll System Reference No. |  |
| Notes |  |