**Missed Hours or Overtime Correction Form**

|  |  |  |  |
| --- | --- | --- | --- |
| **Company Name:** | BrightTech Solutions Pvt. Ltd. | **Department:** | Human Resources |
| **Form No.:** | HR/PCF/2025/011 | **Date:** | 13-Oct-2025 |

**Employee Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee Name:** | John Doe | **Employee ID:** | EMP-4587 |
| Department | IT Support | Designation | Network Technician |
| Pay Period | 01–15 Oct 2025 |  |  |

**Section 1: Correction Details**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Type of Correction** | **Missed/Extra Hours** | **Hourly Rate (PKR)** | **Pay Adjustment (PKR)** | **Remarks** |
| 03-Oct-2025 | Missed Hours | 2 | 750 | =C2*D2*-1 | Missed shift (approved leave) |
| 06-Oct-2025 | Overtime | 3 | 750 | =C3*D3*1.5 | Overtime – Network maintenance |
| 08-Oct-2025 | Overtime | 2 | 750 | =C4*D4*1.5 | Overtime – Server upgrade |

**Section 2: Summary**

|  |  |
| --- | --- |
| Total Missed Pay | -1,500 |
| Total Overtime Pay | 3,375 |
| **Net Pay Adjustment (PKR)** | **1,875** |

**Section 3: Authorization**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Designation** | **Signature** | **Date** |
| Employee | Ahmed Raza | \_\_\_\_\_\_\_\_\_\_ | 13-Oct-2025 |
| Supervisor | Sara Khan | \_\_\_\_\_\_\_\_\_\_ | 13-Oct-2025 |
| HR Officer | Bilal Ahmed | \_\_\_\_\_\_\_\_\_\_ | 14-Oct-2025 |

**Section 4: Notes**

* All corrections must be supported by attendance or timesheet records.
* Overtime must be pre-approved by the supervisor.
* Payroll adjustments will appear in the next pay cycle.
* Submit this form to HR within **5 working days** of identifying the discrepancy.