**Payroll Adjustment Form**

|  |  |  |  |
| --- | --- | --- | --- |
| **Company Name:** | GreenLeaf Industries Pvt. Ltd. | **Department:** | Human Resources |
| **Form Title:** | Payroll Adjustment Form | **Date:** | 13-Oct-2025 |

**Section 1: Employee Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Employee Name | Muhammad Ali | Employee ID | GL-204 |
| Designation | Production Supervisor | Department | Manufacturing |
| Pay Period | 01–31 Oct 2025 |  |  |

**Section 2: Adjustment Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of Adjustment** | **Description** | **Amount (PKR)** | **Reference/Reason** |
| ☐ Underpayment | Missed overtime for 10 Oct (3 hours) | 2,400 | Overtime not recorded |
| ☐ Overpayment | N/A |  |  |
| ☐ Deduction Adjustment | Reversal of incorrect late deduction | 500 | Attendance correction |

**Section 3: Calculation Summary**

|  |  |  |  |
| --- | --- | --- | --- |
| Total Additions | 7,900 | Total Deductions | 0 |
| **Net Payroll Adjustment** | **7,900 PKR** |  |  |

*(Adjust cell references according to actual Excel rows.)*

**Section 4: Authorization**

|  |  |  |  |
| --- | --- | --- | --- |
| **Role** | **Name** | **Signature** | **Date** |
| Prepared By (HR Officer) | Ayesha Khan | \_\_\_\_\_\_\_\_\_\_\_ | 13-Oct-2025 |
| Reviewed By (Payroll Manager) | Imran Qureshi | \_\_\_\_\_\_\_\_\_\_\_ | 13-Oct-2025 |
| Approved By (Finance Head) | Zahid Hussain | \_\_\_\_\_\_\_\_\_\_\_ | 13-Oct-2025 |

**Section 5: Notes (if any)**

Example: “Adjustment will be reflected in the next payroll cycle (Nov 2025). Employee informed on 13-Oct-2025.”