**Payroll Correction Request Form**

|  |  |  |  |
| --- | --- | --- | --- |
| **Department:** | Human Resources / Payroll Division | | |
| **Form No.:** | PCRF-2025-001 | **Date Submitted:** | 13-Oct-2025 |

**Section 1: Employee Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee Name:** | Sarah Ahmed | **Employee ID:** | EMP-0245 |
| **Department:** | Finance | **Position/Title:** | Accounts Officer |
| **Pay Period:** | September 2025 | **Supervisor:** | Mr. Kamran Ali |

**Section 2: Nature of Payroll Error**

|  |  |
| --- | --- |
| **Type of Correction (Check ✓)** | **Description/Details** |
| ☐ Underpayment | 5 overtime hours missed from payroll |
| ☐ Overpayment |  |
| ☐ Missing Allowance | Conveyance allowance not added |
| ☐ Deduction Error | Wrong health insurance deduction |
| ☐ Tax Error | Incorrect tax withholding |
| ☐ Other (Specify): \_\_\_\_\_\_\_\_\_\_ |  |

**Section 3: Requested Correction Details**

|  |  |  |
| --- | --- | --- |
| **Description** | **Amount (PKR)** | **Note** |
| Missed Overtime (5 hrs × 800/hr) | 4,000 | =5\*800 |
| Missing Conveyance Allowance | 2,000 | Fixed allowance |
| **Total Correction Amount** |  | **=4000+2000 = 6,000** |

**Section 4: Employee Declaration**

I certify that the above information is accurate and reflects a genuine payroll discrepancy.  
I understand that any overpayment or underpayment will be adjusted in the next payroll cycle.

**Employee Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section 5: Supervisor / Department Head Review**

|  |  |
| --- | --- |
| **Field** | **Entry** |
| Verified By: | Mr. Kamran Ali |
| Comments: | Verified with attendance and overtime logs |
| Signature: |  |
| Date: |  |

**Section 6: Payroll Department Action**

|  |  |
| --- | --- |
| Correction Entered By: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Payroll Adjustment No.: | PA-2025-019 |
| Effective Pay Cycle: | October 2025 |
| Approved By (HR/Finance): |  |
| Signature: |  |