**Payroll Correction Request Form**

|  |  |  |  |
| --- | --- | --- | --- |
| **Organization Name:** |  | | |
| **Department:** |  | **Form ID:** | PCRF-001 |
| **Date Submitted:** |  |  |  |

**Employee Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Employee Name | Sarah Johnson | | |
| Employee ID | EMP-1245 | Job Title | Marketing Coordinator |
| Supervisor’s Name | Robert Davis | Pay Period | 01–15 October 2025 |

**Details of Payroll Error**

| **Type of Error** | **Description** | **Affected Date(s)** | **Amount (if known)** |
| --- | --- | --- | --- |
| □ Missing Hours | 4 hours not recorded on Oct 5 | Oct 5, 2025 | $80.00 |
| □ Incorrect Deduction | Extra tax withheld | Oct 15, 2025 | $25.00 |
| □ Overtime Not Included | 3 hours approved overtime missing | Oct 12, 2025 | $60.00 |
| □ Other | — | — | — |

**Total Correction Amount:** → **$165.00**

**Explanation / Additional Comments**

*Please provide details of the discrepancy, including dates, times, or approvals involved.*

“Overtime of 3 hours on October 12 was approved via email but not reflected in the payroll. Additionally, 4 regular hours on October 5 were missing from the attendance record.”

**Attachments**

☑ Timecard / Attendance Record  
☑ Overtime Approval Email  
☑ Previous Payslip  
☐ Other (specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Approvals and Verification**

| **Role** | **Name / Signature** | **Date** | **Remarks** |
| --- | --- | --- | --- |
| Employee |  |  | \_\_\_\_\_\_\_\_\_\_ |
| Supervisor / Manager |  |  | Verified / Not Verified |
| HR Representative |  |  | Approved / Rejected |
| Payroll Officer |  |  | Processed / Adjusted |

**For Payroll Office Use Only**

| **Adjustment Type** | **Amount** | **Pay Cycle** | **Notes** |
| --- | --- | --- | --- |
| Adjustment Added | $165.00 | Next Payroll Cycle | Correction Approved |

**Employee Declaration**

I hereby confirm that the information provided above is accurate to the best of my knowledge.

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