**Payroll Reversal and Reissue Form**

|  |  |  |  |
| --- | --- | --- | --- |
| **Company Name:** | GreenLeaf Industries Pvt. Ltd. | **Department:** | Human Resources / Payroll |
| **Form No.:** | DD-CORR/2025/014 | **Date:** | 13-Oct-2025 |

**Section 1: Employee Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee Name:** | John Doe | **Employee ID:** | EMP-4587 |
| **Designation:** | Sales Associate | **Department:** | Sales |
| **Pay Period:** | From: [Date] To: [Date] | | |

**Section 2: Original Payment Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Original Pay Date | \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_\_ | Payment Method | ☐ Direct Deposit ☐ Cheque ☐ Cash |
| Net Pay Amount (PKR/USD) |  | Bank Name / Account No. |  |
| Cheque No. (if applicable) |  | | |
| Reason for Reversal | ☐ Wrong Amount ☐ Wrong Account ☐ Duplicate Payment ☐ Employee Termination ☐ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |

**Section 3: Reversal Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Reversal Initiated By |  | Date Reversed |  |
| Transaction/Reference No. |  | Amount Reversed | =Original Amount |
| Confirmation from Bank | | ☐ Received ☐ Pending | |

**Section 4: Reissue Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Reissue Pay Date |  | New Payment Method | ☐ Direct Deposit ☐ Cheque ☐ Cash |
| Correct Amount | =Verified Correct Pay | Remarks |  |

**Section 5: Authorization**

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

| **Approved By** | **Designation** | **Signature** | **Date** |
| --- | --- | --- | --- |
|  |  |  | \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_\_ |

**Section 6: For Payroll Office Use Only**

|  |  |  |  |
| --- | --- | --- | --- |
| Total Reversed Amount |  | Total Reissued Amount |  |
| Difference (if any) | =Total Reissued - Total Reversed | Notes |  |

**Section 7: Acknowledgment (Employee Signature)**

I acknowledge that my incorrect payment has been reversed and the corrected amount has been reissued.

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