**Retroactive Pay Adjustment Form**

|  |  |  |  |
| --- | --- | --- | --- |
| **Organization Name:** | BrightFuture Education Services | **Department:** | Human Resources |
| **Forrm Title:** | Retroactive Pay Adjustment Form | **Date Issued:** | 13-Oct-2025 |
| **Form No.:** | RPAF-2025-014 |  |  |

**Section 1: Employee Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee Name:** | John Doe | **Employee ID:** | EMP-4587 |
| Department | Academic Services | Designation | Senior Teacher |
| Pay Period(s) Affected | July–August 2025 | Date of Hire | 15-Feb-2020 |

**Section 2: Reason for Retroactive Adjustment**

|  |  |  |  |
| --- | --- | --- | --- |
| ☐ Salary increment applied late | ☐ Missed overtime payment | ☐ Correction of payroll error | ☐ Late approval of allowance |
| ☐ Other: |  |  |  |

**Explanation:**  
Salary revision approved on 01-Aug-2025 was not reflected in July payroll due to administrative delay.

**Section 3: Pay Adjustment Details**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Description** | **Pay Period** | **Old Rate (PKR)** | **New Rate (PKR)** | **Difference (PKR)** | **No. of Months** | **Total Adjustment (PKR)** |
| Basic Salary Adjustment | July 2025 | 90,000 | 95,000 | =D5-C5 | 1 | =E5\*F5 |
| Basic Salary Adjustment | August 2025 | 90,000 | 95,000 | =D6-C6 | 1 | =E6\*F6 |
| Allowance Correction | July 2025 | 5,000 | 6,000 | =D7-C7 | 1 | =E7\*F7 |
| **Total Retroactive Pay** | | |  | | | |

**Section 4: Payroll Adjustment Summary**

| **Description** | **Amount (PKR)** |
| --- | --- |
| Total Gross Adjustment | 11,000 |
| Tax Deduction (10%) | 1,100 |
| Net Pay Adjustment | **9,900** |

**Section 5: Authorization**

| **Prepared By** | **Designation** | **Signature** | **Date** |
| --- | --- | --- | --- |
| Fatima Noor | Payroll Officer | \_\_\_\_\_\_\_\_\_\_\_ | 13-Oct-2025 |
| **Verified By** | **Designation** | **Signature** | **Date** |
| Adeel Khan | HR Manager | \_\_\_\_\_\_\_\_\_\_\_ | 13-Oct-2025 |

| **Approved By** | **Designation** | **Signature** | **Date** |
| --- | --- | --- | --- |
| Hina Shah | Director Finance | \_\_\_\_\_\_\_\_\_\_\_ | 13-Oct-2025 |

**Section 6: Payroll Office Use Only**

|  |  |
| --- | --- |
| Adjustment Processed On |  |
| Added to Payroll Month |  |
| Processed By |  |
| Payroll Reference No. |  |