**Retroactive Pay Request Form**

**Employee Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Employee Name | Sarah Johnson | Employee ID | EMP-1045 |
| Department | Marketing | Position | Senior Marketing Specialist |
| Supervisor Name | David Miller | Date of Request | 07-Oct-2025 |

**Retroactive Pay Details**

| **Description** | **Period Covered** | **Amount Due (Before Tax)** | **Remarks** |
| --- | --- | --- | --- |
| Salary Adjustment for August 2025 | 01-Aug-2025 to 31-Aug-2025 | $350.00 | Annual increment processed late |
| Overtime Payment | 01-Sep-2025 to 30-Sep-2025 | $180.00 | Missed in last payroll |
| Bonus Adjustment | July 2025 | $220.00 | Performance bonus correction |

→ **Total Retroactive Pay:** $750.00

**Calculation Summary**

| **Component** | **Amount ($)** |
| --- | --- |
| Total Retroactive Pay | 750.00 |
| Tax (10%) | 75.00 |
| Net Payable Amount | 675.00 |

**Reason for Retroactive Pay**

*Please explain briefly why this payment adjustment is being requested:*

The employee’s annual increment and overtime pay were not included in the September payroll due to a processing delay in HR. This form is being submitted to request correction and release of the pending amount.

**Approvals**

| **Role** | **Name** | **Signature** | **Date** |
| --- | --- | --- | --- |
| Employee | Sarah Johnson |  | 07-Oct-2025 |
| Supervisor | David Miller |  | 08-Oct-2025 |
| HR Manager | Laura Smith |  | 09-Oct-2025 |
| Payroll Officer | Michael Carter |  | 10-Oct-2025 |

**For Payroll Department Use Only**

|  |  |  |  |
| --- | --- | --- | --- |
| Processed Date | 12-Oct-2025 | Payroll Batch Number | PR-2025-10A |
| Payment Method | Direct Deposit | Date Paid | 15-Oct-2025 |
| Remarks | Adjustment included in October payroll | | |