**Salary Rate Change Form**

|  |  |  |  |
| --- | --- | --- | --- |
| **Company Name:** |  | **Department:** |  |
| **Form No.:** SRCF |  | **Date:** |  |

**Section 1: Employee Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee Name:** | John Doe | **Employee ID:** | EMP-4587 |
| **Position/Title:** | Sales Associate | **Department:** | Sales |
| **Supervisor/Manager:** |  | | |

**Section 2: Current Salary Details**

|  |  |  |
| --- | --- | --- |
| **Description** | **Amount (PKR/USD)** | **Frequency** |
| Current Basic Salary | \_\_\_\_\_\_\_\_\_\_\_ | Monthly |
| Allowances (if any) | \_\_\_\_\_\_\_\_\_\_\_ | Monthly |
| Total Current Salary | =B2+B3 | **Auto-calc** |

**Section 3: New Salary Details**

|  |  |  |
| --- | --- | --- |
| **Description** | **Amount (PKR/USD)** | **Frequency** |
| New Basic Salary |  | Monthly |
| Allowances (if any) |  | Monthly |
| Total New Salary |  | **Auto-calc** |

**Section 4: Change Summary**

|  |  |  |
| --- | --- | --- |
| **Description** | **Formula (Excel)** | **Example** |
| Increase Amount |  | 5,000 |
| Percentage Change |  | 10% |
| Effective Date |  | 01-Nov-2025 |
| Reason for Change | ☐ Annual Increment ☐ Promotion ☐ Market Adjustment ☐ Correction ☐ Other: \_\_\_\_\_\_\_\_\_\_\_ | |

**Section 5: Authorization**

| **Prepared By** | **Designation** | **Signature** | **Date** |
| --- | --- | --- | --- |
|  |  |  |  |
| **Approved By** | **Designation** | **Signature** | **Date** |
|  |  |  |  |

**Section 6: Payroll Department Use Only**

| **Field** | **Details** |
| --- | --- |
| Processed By |  |
| Date Processed |  |
| Notes |  |