**Underpayment Correction Form**

|  |  |  |  |
| --- | --- | --- | --- |
| **Form Title:** | Underpayment Correction Form | **Department:** | Human Resources / Payroll |
| **Form No.:** | HR-PAY-UCF-2025 | **Date:** |  |

**Section 1: Employee Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee Name:** | John Doe | **Employee ID:** | EMP-4587 |
| **Designation:** |  | **Department:** |  |
| **Pay Period (Month/Year)** |  | **Date Reported:** |  |

**Section 2: Underpayment Details**

|  |  |  |
| --- | --- | --- |
| **Description** | **Amount (PKR)** | **Remarks** |
| Basic Salary Shortfall |  |  |
| Overtime Not Paid |  |  |
| Allowance (Specify) |  |  |
| Bonus/Commission |  |  |
| Other (Specify) |  |  |
| **Total Underpayment** |  | |

**Section 3: Cause of Underpayment**

|  |  |  |  |
| --- | --- | --- | --- |
| ☐ Data entry error | ☐ Incorrect timesheet | ☐ Missed allowance | ☐ Payroll system issue |
| ☐ Other (please specify): | |  |  |

**Section 4: Correction Action**

|  |  |
| --- | --- |
| **Action Type** | **Details** |
| Method of Adjustment | ☐ Next Payroll Cycle ☐ Immediate Off-Cycle Payment |
| Adjustment Amount | PKR \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Adjustment Date |  |
| Authorized By | (Name & Signature) |

**Section 5: Approvals**

| **Prepared By** | **Designation** | **Signature** | **Date** |
| --- | --- | --- | --- |
|  |  |  |  |
| **Verified By (HR)** | **Designation** | **Signature** | **Date** |
|  |  |  |  |
| **Approved By (Finance Manager)** | **Designation** | **Signature** | **Date** |
|  |  |  |  |

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

| **Field** | **Entry** |
| --- | --- |
| Date Processed |  |
| Processed By |  |
| Payment Reference No. |  |
| Notes |  |