

Payroll Adjustment Request Form for Salary Increase

Employee Information

Employee Name

Employee ID

Position/Title

Department

Date of Request

Proposed Effective Date

Salary Adjustment Details

Current Salary

e.g., \$50,000 per year

Proposed Salary

e.g., \$55,000 per year

Reason for Salary Increase

Additional Comments (if any)

Approval Signatures

Supervisor/Manager Date

HR Approval Date