

# Compensation Change Request Form

Requests updates to salary, allowances, or benefits.

## 01 Employee Information

Employee Name

Employee ID

Department

Current Position

Reporting Manager

## 02 Current Compensation

Current Base Salary

Currency

Current Allowances

Current Total Comp

## 03 Proposed Changes

Change Type(s)

- |                                               |                                               |
|-----------------------------------------------|-----------------------------------------------|
| <input type="checkbox"/> Base Salary Increase | <input type="checkbox"/> Base Salary Decrease |
| <input type="checkbox"/> Allowance Change     | <input type="checkbox"/> Benefits Change      |
| <input type="checkbox"/> Promotion Adjustment | <input type="checkbox"/> Market Correction    |
| <input type="checkbox"/> Role Change          | <input type="checkbox"/> Other                |

New Base Salary

New Currency

New Allowances

New Total Comp

Effective Date

Justification

**04 Approvals**

Requested By

Manager Approval

HR Approval

Approval Date

**Declaration & Consent**

I confirm that the compensation change details above are accurate and have been reviewed through the proper approval chain. Changes will take effect from the specified date and will be reflected in the next applicable payroll cycle. All data will be handled in accordance with Humii's Privacy Policy.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date (DD/MM/YYYY)

\_\_\_\_\_  
Full Name (Print)

\_\_\_\_\_  
Designation