

Payroll Issue Resolution Form

Enables reporting and resolution of payroll discrepancies.

01 Employee Information

Employee Name

Employee ID

Department

Affected Pay Period

02 Issue Details

Issue Type

Discovered Date

Issue Description

Affected Amount

Currency

03 Resolution

Proposed Resolution

Correction Amount

Correction Pay Period

Priority Level

04 Follow-up

Reported By

Assigned To

Target Resolution Date

Additional Notes

Declaration & Consent

I confirm that the payroll issue described above has been documented accurately. The proposed resolution has been reviewed and will be processed in the specified correction period. I understand that all corrections are subject to verification by the payroll team. All data will be handled in accordance with Humii's Privacy Policy.

Authorized Signature

Date (DD/MM/YYYY)

Full Name (Print)

Designation