



**PAYROLL SYSTEM
AMENDMENT FORM
SINGLE EMPLOYEE ENTRY**

FORM: PAY02

Date: ___/___/20__

Page No. _____

OFFICE OF THE _____

FOR THE MONTH OF _____ / 20__

DDO code
(Cost Center)

Description: _____

Personnel
Number:

Employee
Name: _____

National ID
Card Number: _____

Grade (Pay
Scale Group) _____

Salary Status: Start Stop

| Info Type | General Data Change | | Change in Payments/Deductions | | | | | | | | | | Effective Date | Remarks | |
|-----------|---------------------|--------------|-------------------------------|--|--|--|------------------|--|--|--|--|--|----------------|---------|--|
| | Field ID | New Contents | Wage Type | | | | Amount in Rupees | | | | | | | | |
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Prepared By _____

Audited / Checked By _____

Entered / Verified By _____