



**PAYROLL SYSTEM
AMENDMENT FORM
SINGLE EMPLOYEE ENTRY**

Date ¹ _____

Page No. ² _____

OFFICE OF THE ³ _____

FOR THE MONTH OF ⁴ _____ / 2022

DDO Code ⁵ [] [] [] [] [] [] [] [] Description ⁶ _____
(Cost Center)

Personnel Number ⁷ [] [] [] [] [] [] [] [] Employee Name ⁸ _____ National ID ⁹ _____
Card Number _____

Grade (Pay Scale Group) ¹⁰ [] [] ¹¹ _____ Salary Status ¹² Start Stop

Info Type ¹⁴	Field ID ¹⁵	GENERAL DATA CHANGE ¹³				CHANGE IN PAYMENTS / DEDUCTIONS ¹⁷						Effective Date ²¹	Remarks ²²
		New Contents ¹⁶	Wage Type ¹⁸	Amount						Adj ²⁰			
				Rupees ¹⁹			Paisa						

Prepared By ²³ _____

Audited/Checked By ²⁴ _____

Entered / Verified By ²⁵ _____