

**PAYROLL SYSTEM  
AMENDMENT FORM  
MULTIPLE EMPLOYEE ENTRY**



OFFICE OF THE \_\_\_\_\_  
FOR THE MONTH OF \_\_\_\_\_

DATE \_\_\_\_\_

PAGE NO. \_\_\_\_\_

DDO Code  
(Cost Center)

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Description \_\_\_\_\_

EMPLOYEE DETAILS								Info Type	GENERAL DATA CHANGE		CHANGE IN PAYMENTS/DEDUCTIONS						Stop Sal.	Effective Date	Remarks
Employee Number				Employee Name					NIC Number	Flied ID	New Contents	Wage Type	Amount			Adj			
													Rupees	Paisa					

Prepared by \_\_\_\_\_

Audited/Checked by \_\_\_\_\_

Entered/Verified By \_\_\_\_\_