

Employee Payroll Increase Form

Employee Information:

Full Name: _____

Employee ID: _____

Department: _____

Position Title: _____

Current Pay Information:

Base Salary/Hourly Rate: _____

Date of Last Increase: _____

Proposed Pay Increase:

New Salary/Hourly Rate: _____

Effective Date: _____

Reason for Increase:

Performance-Based Increase

Promotion

Cost of Living Adjustment

Other (Specify): _____

Justification for Increase:

Manager's Comments: _____

(Include specific achievements, responsibilities, or market comparisons to justify the increase.)

Approval:

Manager Name: _____

Manager Signature: _____

Date: _____

HR Representative: _____

HR Signature: _____

Date: _____