



**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								

Prepared By \_\_\_\_\_

Audited / Checked By \_\_\_\_\_

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