



**PAYROLL SYSTEM
AMENDMENT FORM
SINGLE EMPLOYEE ENTRY**

FORM: PAY02

Date ¹ _____

Page No. ² _____

OFFICE OF THE ³ _____

FOR THE MONTH OF ⁴ _____ 0 8 / 2018

DDO Code ⁵

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 Description ⁶ _____

Personnel Number ⁷

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 Employee Name ⁸ _____ National ID ⁹ Card Number _____

Grade (Pay Scale Group) ¹⁰

1	8
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¹¹ _____

Salary ¹² Status Start Stop

Info ¹⁴ Type	Field ID ¹⁵	GENERAL DATA CHANGE ¹³			CHANGE IN PAYMENTS / DEDUCTIONS ¹⁷							Effective Date ²¹	Remarks ²²
		New Contents ¹⁶	Wage Type ¹⁸	Amount									
				¹ Rupees	Paisa	Adj							
0008													
0014													

Prepared By ²³ _____

Audited/Checked By ²⁴ _____

²⁵Entered / Verified By _____