Payroll Change Form for Maternity Leave

Employee Information	
Employee Name	
Employee ID	
Department	
Manager/Supervisor	
Maternity Leave Details	
Leave Start Date	
Leave End Date	
Type of Leave	
Additional Details	•
Payroll Adjustment	
Payroll Change Required	
	•
Effective Date	
Remarks	
Nemarks	
Approval	
Approved By	
Date	