

EMPLOYEE PAYROLL – ADJUSTMENT/REQUEST FORM

Employee Name: _____

Company: _____

Bundy No: _____

.....
Please tick your request: -

Request for Annual Leave / Sick Leave Accrual

Cancellation/change of Amount of Member Voluntary to Superannuation

Cancellation of Request for Leave

Cancellation/change of Amount for PCYC

Cancellation of Loan

Change of bank account details

Change of address

Other

Details: -

Please note all requests will take one week to be processed -Thank you

EMPLOYEE SIGNATURE : _____ **DATE:** _____

APPROVED BY: _____ **DATE:** _____

Office Use Only

Date form received _____

Date processed _____