



Changing an Employment Pass Salary: Notify MOM Before Payroll

Description

MOM requires employers to notify it when an Employment Pass holder's salary is increased or reduced. The holder must continue to qualify for the pass at the revised salary. A payroll change should therefore follow an eligibility and notification file, not precede it as an informal management decision.

This article is written for a Singapore employer changing an Employment Pass holder's fixed monthly salary and resolves one task: sequence contract, eligibility, MOM notification and payroll so the revised salary does not create a pass breach. It is deliberately narrow. The decision should be made from the controlling condition and current evidence, not from a similar case or a convenient search snippet.

Classify the company before opening the form

Salary is increasing

Notify MOM and align contract and payroll records.

Salary is decreasing

Re-run eligibility before submitting the reduction.

Role or employer is also changing

Do not treat a salary update as a substitute for the required pass action.

Renewal falls under future thresholds

Model the application and renewal dates separately.

Corporate compliance works best as a control file: legal entity, triggering event, effective date, responsible officer, source document, filing channel and proof of submission. That sequence makes a missed field visible before it becomes a late filing.

Define fixed monthly salary

Eligibility uses MOM's framework, not a casual total-cost figure. The controlling rule is set out by [MOM EP change notification](#).

Action: Reconcile base and fixed allowances to the declared amount. Add the date and the document or screen used, so the conclusion can be checked without reconstructing it from messages later.

Re-run the salary stage

Minimums rise with age and differ for financial services.

Action: Use the current MOM table for the holder's sector and age. Add the date and the document or screen used, so the conclusion can be checked without reconstructing it from messages later.

Check COMPASS where applicable

Meeting the salary threshold does not by itself secure the pass when COMPASS applies.

Action: Save the current assessment and assumptions. Add the date and the document or screen used, so the conclusion can be checked without reconstructing it from messages later.

Submit the notification before implementation

A retrospective payroll correction is weaker than a controlled approval. The companion procedure was checked against [MOM EP eligibility](#).

Action: Set the effective date after the required MOM step. Add the date and the document or screen used, so the conclusion can be checked without reconstructing it from messages later.

Update employment documents

The contract, payroll master, payslip and pass declaration should not show conflicting salary amounts.

Action: Use one approved change form across systems. Add the date and the document or screen used, so the conclusion can be checked without reconstructing it from messages later.

Watch future renewal thresholds

New-application and renewal dates can pull different threshold schedules into the same workforce plan.

Action: Add pass expiry and renewal window to the model. Add the date and the document or screen used, so the conclusion can be checked without reconstructing it from messages later.

Two LBRD tools to use

a salary-change control file linking contract, MOM notification, payroll master and payslip

Build this from the facts above. Give every row one owner and one status: confirmed, pending or not applicable. Where a number is involved, show the input and arithmetic. Where a route or eligibility test is involved, show the condition that selected the branch. This is LBRD analysis, not an authority decision.

a two-date eligibility model separating the current change from the next renewal threshold

Use this as the second-pass check. Link the conclusion to its source, record the date checked and attach the evidence that supports the next action. Unknowns stay visible; they are not filled with assumptions merely to complete the sheet.

Worked example

An employer plans to reduce an EP holder's fixed salary from S\$7,000 to S\$6,200 after a role redesign. Before payroll is changed, HR checks the holder's age-based threshold, sector, COMPASS position and renewal date. If the revised salary fails the applicable framework, an employee's agreement to the reduction does not make the pass compliant.

The example changes one consequential fact at a time. That matters because the same headline question can produce a different route when the party, date, amount, document, location or service level changes. Treat the result as a worked analysis and confirm the live facts for the real case.

What the working file should contain

Field	What to record
Subject	a Singapore employer changing an Employment Pass holder's fixed monthly salary
Decision	sequence contract, eligibility, MOM notification and payroll so the revised salary does not create a pass breach
Evidence date	The date each official page, record or notice was checked
Owner	The person responsible for the next action
Fallback	The safe alternative if a condition is not met

Final check

1. Notify MOM and align contract and payroll records.
2. Re-run eligibility before submitting the reduction.
3. Do not treat a salary update as a substitute for the required pass action.
4. Model the application and renewal dates separately.
5. Use one approved change form across systems.
6. Add pass expiry and renewal window to the model.

Have a second person reproduce the deadline and filing path from the primary record. Access roles, overseas documents and board approval often take longer than the online transaction itself.

Limits and escalation

Work-pass eligibility depends on current MOM rules and the individual profile. Employers should use MOM's Self-Assessment Tool and obtain case-specific advice where the result is unclear.

If a material fact is disputed, stop before the irreversible step. Ask the controlling authority, operator or an appropriately qualified professional, and keep the reply with the working file. Do not turn an estimate, example or inference into a confirmed entitlement, deadline, price or outcome.

Continue with these LBRD guides

For the next adjacent task, read [Employment Agency Key Appointment Holder: Pass the MOM Checks](#). A second useful route is [Employment Pass 2027: Salary Thresholds and COMPASS Checks](#). Both links point to live pages with a different primary intent.

Date Created

15/08/2026

Author

rachelng