

**PAYROLL/LEAVE ADJUSTMENT FORM**

To: \_\_\_\_\_ Date: \_\_\_\_\_  
(Human Resources or/ Finance)

Department/Division: \_\_\_\_\_ Pay Period End Date \_\_\_\_\_

To ensure that leave or payroll adjustments are processed in a timely manner, they must be received in Human Resources within the following pay period. All adjustment forms must be approved and signed by the Department Head. **Payroll Coordinators must provide backup documentation to support their entry(s).** Adjustments are to be processed within the same fiscal year of activity. Any exceptions submitted must be reviewed and approved by the Compensation Manager and the Human Resources Director. All payroll and/or leave adjustments should be forwarded to the Human Resources Department, with the exception of overtime, shift differential, or standby pay, which should be forwarded to the Finance Department.

Employee		Hour Type	Dollar Amount	Hours	Date		Account #		
ID #	Name				From	To	Fund	Charge	Object

Total(s):

<b>Number of Employees:</b>

<b>Amount:</b>	<b>Hours:</b>

Remarks:

Payroll Coordinator Signature/ or Designee (please print & sign) \_\_\_\_\_ Date \_\_\_\_\_

Division Head/ or Designee (please print & sign) \_\_\_\_\_ Date \_\_\_\_\_

Human Resources Approval \_\_\_\_\_ Date \_\_\_\_\_

- General Rules:**
- Hour type code for activity is mandatory.
  - Name and ID numbers are mandatory.
  - For more than one (1) transaction for an employee, group all transactions together. Revised 11/04/15 SAM