

Payroll Adjustment Request Form

Employee Number	100987	Employee Name	John Doe <small>(2 digit dept.#) - (mmddyy) -</small>
-----------------	--------	---------------	--

Pay Period Date Range	02/12/2022 - 02/25/2022	Payroll Adjustment Tracking Number	03-022822-01
-----------------------	-------------------------	------------------------------------	--------------

Form Completed By	Supervisor's Name	Extension	1111	Pay Period	PP5
-------------------	-------------------	-----------	------	------------	-----

Select all that apply →	Overpayment	(\$\$\$)	Underpayment	\$\$\$	Accrual Adjustment	X
		SICK	VACATION	COMP	FLOATING	OTHER LEAVE
Accrual Adjustments <small>(Insert # of Hrs.)</small>	Deduct					
	Credit		8			

Hourly Rate of Pay	Calculations
Base Hourly Rate	EXAMPLE: $\$25.99 \times 1.5 \times 3\text{hrs} = \116.96
Longevity Pay	
Education Pay	
Identify Hourly Differential	
Identify Hourly Differential	
Total Hourly Rate	

Any additional special pays

Adjustment details per FENIX pay code <small>(Indicate each pay code individually, include date, time, hours, amount, etc.)</small>	EXAMPLE: Please pay 3 hours of overtime pay code 199 for the hours 4pm to 7pm on 02/17/2022. Credit back the 8 hours of pay code 202-Vacation keyed into Kronos.
---	---

Justification of why adjustment is necessary <small>(Explain what happened - Indicate pay period, dates, punch in and out times, etc.)</small>	EXAMPLE: Did not use 8 hours of vacation on 02/17/2022. Worked 8am - 12pm and 1pm - 7pm.
--	--

Steps taken to prevent issue from occurring in the future	EXAMPLE: Memo sent to employee explaining payroll due dates.
--	--

The signatures below indicate authorization of the above adjustments to be made on the next available pay period.

EMPLOYEE SIGNATURE:	<div style="display: flex; justify-content: space-between;"> ← Sign Here Date </div>
----------------------------	--

REQUIRED ON ALL ADJUSTMENTS

SUPERVISOR SIGNATURE:	<div style="display: flex; justify-content: space-between;"> ← Sign Here Date </div>
------------------------------	--

REQUIRED ON ALL ADJUSTMENTS

DEPARTMENT HEAD:	<div style="display: flex; justify-content: space-between;"> ← Sign Here Date </div>
-------------------------	--

REQUIRED ON ALL ADJUSTMENTS

RECEIVED BY PAYROLL:	AU-Payroll required as a signer on ALL Adobe Adjustments
-----------------------------	--

REQUIRED ON ALL ADJUSTMENTS

V05112022

Additional Notes:

- All payroll adjustments for overpayments MUST be accompanied with a signed repayment agreement.
- Do not reference any amounts owed TO the employee on Repayment Memos, ONLY amounts owed BY the employee.
- ALL negative numbers must be represented with a (-) sign, inside parentheses and/ or in red font.
- Essential Services Pay codes are NOT the same as overtime codes. They need to accompany punch in and out times.
- Do NOT net an over payment with an underpayment. If there is an over payment, the employee must repay the entire amount via payroll adjustment AND repayment memo. Missing pays can be done on the same adjustment, but MUST be two separate actions.
- Example:
 "Employee did not work from 2pm - 3pm on 2/17/2022. Employee owes repayment of -\$25.99. Repayment Memo Attached.
 Employee owed one hour of On Call for 2pm - 3pm on 2/17/2022. $\$2.50 \times 1\text{hr} = \2.50 "