



PAYROLL ADJUSTMENT REQUEST

ONLY USE FOR CHANGES IN EARNINGS CODES (i.e H01 to H14) - Submit this form to the Business Office to request that payroll distributions previously posted to General Ledger be modified in the HRMS system. The modified distributions will be posted to General Ledger along with the posting of the next on-cycle payroll. Call x4775 with questions.

For ALL grant and contract funds: The reason for the change must include the who, what, why, when and where.
Run and attach the HE Actuals Report to this form.

TYPE OF ADJUSTMENT

EMPLOYEE ID# /	EMPL Record	PayGroup	EMPLOYEE NAME

DETAILS OF ORIGINAL TRANSACTION <small>(Incorrect combo code used)</small>				
EARNINGS CODE	POSITION #	PAY PERIOD BEG DATE	PAY PERIOD END DATE	TOTAL AMOUNT
			TOTAL DEDUCTIONS	
INCORRECT COMBO CODE(S) (fund/dept/account)		TOTAL SALARY		TOTAL TAXES

FOR FUNDING CHANGES ONLY PLEASE SUBMIT RETRO REQUEST FORMS

DETAILS OF REDISTRIBUTION <small>(Correct combo code to be used)</small> Note: Total should tie to the HE Actual Report Attached				
REDISTRIBUTION COMBO CODE:	New Earn Code	New Earnings Amt	New Deduction Amt	New Taxes Amt

REASON FOR CHANGE: (Required)

Dept. Contact Name: _____ **Phone #:** _____

Requestor Signature _____ Date _____ Reviewing Authority _____ Date _____

Department Signature _____ Date _____ Reviewing Authority _____ Date _____
Required for grant and contract funds

PLEASE ATTACH HE ACTUAL REPORT AND SUBMIT ALL TO BUSINESS OFFICE