

Absence Management PRIOR PAY PERIOD LEAVE ADJUSTMENT FORM

I. SELECT TYPE OF LEAVE BALANCE ADJUSTMENT

ADD OMITTED LEAVE USAGE		CORRECT REPORTED LEAVE USAGE			DELETE REPORTED LEAVE USAGE	
Report usage that cannot be entered		Correct usage that was entered incorrectly			Delete usage that was entered in	
via self service.		for a prior pay period.			error for a prior pay period.	
II. EMPLOYEE INFORMATION Employee Name	CWID	Rec#	JobCode	FLSA	Department	Pay Period Mon Year

III. LEAVE USAGE INFORMATION

Absence Type	Beg Date	End Date	Total Hrs	Explanation of Adjustment (required)

IV. CERTIFICATION and AUTHORIZATION

I certify that the information on this form are accurate and in compliance with legal requirements.

Form Completed By -	Print Name	Date	-		
Employee Signature		Date			
Authorized Approver Signature		Printed Name	Date		
	Payro	II Office Use Only			
Processed On	Processed By - Print Name		Initials		