CALIFORNIA STATE UNIVERSITY
FULLERTON
Human Resource Services /Payroll http://hr.fullerton.edu

Clear Print

Absence Management

PRIOR PAY PERIOD LEAVE ADJUSTMENT FORM

I. SELECT TYPE OF LEAVE BALANCE ADJUSTMENT

☐ ADD OMITTED LEAVE USAGE
Report usage that cannot be entered via self service.

☐ CORRECT REPORTED LEAVE USAGE
Correct usage that was entered incorrectly for a prior pay period.

☐ DELETE REPORTED LEAVE USAGE
Delete usage that was entered in error for a prior pay period.

II. EMPLOYEE INFORMATION

Employee Name	CWID	Rec#	JobCode	FLSA	Department	Pay Period Mon	Pay Period 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** _____

Payroll Office Use Only

Processed On	Processed By - Print Name	Initials