



**XAVIER UNIVERSITY OF LOUISIANA
DEPARTMENT PAYROLL ADJUSTMENT FORM**

THIS FORM IS USED TO:

- A. Adjust incorrect or late leave entries after payroll has run.
- or
- B. Adjust incorrect hours entered for Non Exempt employees after the payroll has run.

EMPLOYEE INFORMATION

Employee (Last Name, First Name)SS#	Payroll (Bi-Weekly, Monthly)	Department
_____	_____	_____

A:
In this section document how the leave was originally entered.

Pay Code: _____ Number of Hours: _____ Date: _____

In this section document how the leave should be entered.

Pay Code: _____ Number of Hours: _____ Date: _____

OR

B:
In this section document how the hours were originally entered.

Number of Hours: _____ Date: _____

In this section document how the hours should be entered.

Number of Hours: _____ Date: _____

C: Signatures

Timekeeper's Signature: _____

Supervisor's Approval: _____

NOTE: Forward this sheet to Payroll at P.O. Box 121C