## **Payroll Adjustment Form**

	,		,	,
For week	//	/ to _	//	

Instructions: This form is to be used for manual adjustments that fall outside of the Timeclock system.

## All adjustment forms need to be in the Payroll office by 5 pm Tuesday for the prior week.

Use this form for: Snow plowing, tech crew hours, substitute coverage and leave missed in a prior week and/or pay period.

			Sun Hours	Mon	Tues	Wed	Thurs Hours	Fri Hours	<b>Sat</b> Hours	Rate
Name	ALIO ID#	Job/Leave Code		Hours Worked	Hours Worked	Hours Worked				If Applic
Name	ALIO ID#	Job/Leave Code	worked	worked	vvorked	vvorked	Worked	Worked	Worked	If Applic.
		1	1			1		1	1	
	1	1	<u> </u>				1	T	1	
		1	<u> </u>				1	1		
			Ī							
			Ī							
	=							1	1	
			Ī							
	1	1	<u> </u>			1	1	T	1	
Signature				Da	ıte					
(Pi	rincipal )									