

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.

Name	ALIO ID#	Job/Leave Code	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Rate
			Hours Worked	Hours Worked	Hours Worked	Hours Worked	Hours Worked	Hours Worked	Hours Worked	Hours Worked

Signature _____ Date _____
(Principal)