



PAYROLL / PERSONNEL
PAYROLL TIME REPORTING
ADJUSTMENT WORKSHEET
 UPAY644D (R5/04) R1576

DEPARTMENT

LATE PAY / LEAVE (to report prior period time)

EMPLOYEE NAME		TR CODE	PAY PERIOD END DATE		PAY CYCLE TYPE	ACCT DIST NO	E R C	T Y P	D U C	TITLE CODE	LOC	ACCOUNT	COST CENTER	FUND	PROJECT	SUB	RATE AMOUNT	A H						
1	EMPLOYEE ID NO.	9	10	11	12	17	18	19	20	22	25	26	27	32	33	36	37	41	42	47	48	56	62	63
			MM	DD	YY																			
			L	X																				

REGULAR TIME					OVERTIME OR LEAVE TIME					W S P	PRO-RATE			
DESC. SERV	TOTAL REGULAR TIME ON PAY STATUS	H %	DESC. SERV.	TIME IN HOURS	DESC. SERV.	TIME IN HOURS	DESC. SERV.	TIME IN HOURS	W S P	PRO-RATE				
64	66	67	71	72	73	75	76	80	81	83	84	88	89	93
				+										+

REDUCTION IN PAY / LEAVE (to reduce prior period time; amount and / or time values are treated as negative entries)

EMPLOYEE NAME		TR CODE	PAY PERIOD END DATE		PAY CYCLE TYPE	ACCT DIST NO	E R C	T Y P	D U C	TITLE CODE	LOC	ACCOUNT	COST CENTER	FUND	PROJECT	SUB	RATE AMOUNT	A H						
1	EMPLOYEE ID NO.	9	10	11	12	17	18	19	20	22	25	26	27	32	33	36	37	41	42	47	48	56	62	63
			MM	DD	YY																			
			R	X																				

REGULAR TIME					OVERTIME OR LEAVE TIME					W S P	PRO-RATE			
DESC. SERV	TOTAL REGULAR TIME ON PAY STATUS	H %	DESC. SERV.	TIME IN HOURS	DESC. SERV.	TIME IN HOURS	DESC. SERV.	TIME IN HOURS	W S P	PRO-RATE				
64	66	67	71	72	73	75	76	80	81	83	84	88	89	93
				-										-

CONTROL TOTAL

CONTROL TOTAL

CONTROL TOTAL

CERTIFICATION		
SIGNATURE	EXT.	DATE

APPROVED BY		
SIGNATURE	EXT.	DATE