EMPLOYEE PAY AND LEAVE ADJUSTMENT OR CORRECTION

Data Required By the Privacy Act

Instructions

1. Please type or print legibly.
2. Complete this form to correct pay or leave information that was previously entered into TADS.
3. Submit corrections for only one employee per form.
4. Make sure the hours previously reported (left side) equal the corrected hours (right side) per line item.
5. You may submit more than one pay period on a form. However, the pay period ending date must be shown for each correction.
6. Fill in full (e.g. Regular, Overtime, Comp Time, Sick, Annual, etc.) under "Type". You may also include the respective code (01, 02, 06, 08, 07, etc.). Example: Regular-01, Sick-08, etc.

Employee Name:	Social Security Number:
Performing Activity Code:	***(PAYROLL USE ONLY)*** Pay Period Ending:

Hours Previously Reported				Corrected Hours			
Type	Total Hrs. Reported	Actual Date	PP Ending Date	Type	Total Hrs.	Actual Date	PP Ending Date

Remarks: (Must include charge code; hours worked for each day; IN and OUT times)

Employee's Supervisor: (Typed Name and Title)	Signature:	Date:
Preparer's Typed Name:	Preparer's Phone Number:	