

UNM PAYROLL LEAVE ADJUSTMENT FORM

The accuracy of time reporting is the responsibility of each employee and their supervisor. Failure to report time accurately and in compliance with the Fair Labor Standards Act and University Policy may result in penalties to the University and/or disciplinary action to the employee(s). To assist you in understanding these requirements, informational courses are available in Learning Central, under Required University Training" (Leaders and Timekeepers), and "Workplace Effectiveness Skills" (Staff).

Employee ID:		Name:	
		Print Last, First, MI	
Position # and Suffix:		Dept:	Org Code:
Preparer:		Phone:	Date:
Preparer's Phone Number			

Leave hour adjustments reported on this form will directly affect the employees available balance.

Earn Code	Pay ID & Number	Adjust (+ or -)	Hours	Reason for Adjustment

Employee's Signature: _____

Date: ____/____/____

Supervisor's Signature: _____

Date: ____/____/____

Deliver to:
UNM Payroll Office at MSC01 1230
Payroll Office use only
System Updated: _____
Payroll Employee: _____