UNM PAYROLL

Biweekly & Monthly Leave/Pay Adjustment From

If you have any questions regarding this form or time entry in general, please contact pay@unm.edu.

What the form is used for:
- Incorrect Hourly Rate
- Department incorrectly inputs hours
- Paperwork wasn't submitted on time
- Late New Hire paperwork
- Department delayed entering job due to INDEX Funding Delays

How to save the form:
- Payroll.unm.edu > Time Entry Tab > Payroll Adjustment/Leave Form
- Open form with different browser (Chrome/Firefox)
- Select "Open with Adobe Acrobat DC"
- Complete entire form
- File > Print > Please select **Adobe PDF** > Print
- If you are using a MAC - **Export to pdf**

How to complete the form:

- Select the type of employee you are completing the form for. (i.e. Biweekly/Monthly)
- Select the adjustment type. (i.e. Leave/Pay)
    - **For leave adjustments – Depending on which category you select there will be different information that is needed.**
- Complete the employee and preparer's information.
- Select appropriate adjustment year.
- Select the corresponding adjustment category by clicking the drop-down bar to the right of the form.
- Select the appropriate adjustment reason. *The adjustment code will auto populate according to the adjustment reason you selected.*
- Complete the following fields:
    - Pay Period #
    - Adjusting (+ or -)
    - Hours
    - Earn Code
    - Shift
    - Rate
    - Adjustment Description. (Please provide as much information as possible).
- Obtain employee and supervisor electronic signatures
- Submit form to pay@unm.edu.