

Leave Adjustment Submission Form

This form is used to make a request to adjust the leave balance due to data entry error. The adjustment made by Payroll will be done during the following month and reflect in the system the month after the adjustment.

If the deadline for entering leave was missed it should be added to the next month leave reporting period entered at department level.

Employee:		
Banner ID:		
Type of leave to be adjusted:	Annual leave Sick leave Special leave	Bereavement Overtime
Amount of leave to be adjusted in hours with detailed comment: Example: Annual leave entered as sick leave in error. Adjustment: 1. Add 7 hours of taken annual leave 2. Remove 7 hours of taken sick leave		
Month leave adjustment is for:		
Submitted by :		