

SHASTA HEAD START CHILD DEVELOPMENT, INC.
PAYROLL ADJUSTMENTS

EMPLOYEE NAME

DISCREPANCY DATE

DESCRIPTION OF PAYROLL DISCREPANCY

PAYROLL ADJUSTMENT

Select the appropriate adjustment.

☐ REGULAR	☐ OVERPAID	☐ UNDERPAID	HOURS
☐ OVERTIME	☐ OVERPAID	☐ UNDERPAID	HOURS
☐ HOLIDAY	☐ OVERPAID	☐ UNDERPAID	HOURS
☐ PTO	☐ OVERPAID	☐ UNDERPAID	HOURS
☐ SICK	☐ OVERPAID	☐ UNDERPAID	HOURS
☐ BEREAVEMENT	☐ OVERPAID	☐ UNDERPAID	HOURS
☐ JURY DUTY	☐ OVERPAID	☐ UNDERPAID	HOURS
☐	☐ OVERPAID	☐ UNDERPAID	HOURS

TIME SYSTEM

☐ I have attached a copy of the employee's timecard before and after the correction.

☐ Adjustment results in reduction to the employee's check. (Employee's authorization required.)

PROCESS ADJUSTMENT

☐ NEXT PAYROLL ☐ IMMEDIATELY

EMPLOYEE SIGNATURE (Reduction to EE Check)	DATE
MANAGER SIGNATURE	DATE
DIRECTOR SIGNATURE	DATE

FISCAL

DATE PROCESSED	PAY PERIOD
PAYROLL SIGNATURE	DATE