

SHASTA HEAD START CHILD DEVELOPMENT, INC.
PAYROLL ADJUSTMENTS

Jane Shasta

EMPLOYEE NAME

2/10/2025

DISCREPANCY DATE

DESCRIPTION OF PAYROLL DISCREPANCY

Jane was short 2 hours of regular time on Monday, February 10, 2025.

PAYROLL ADJUSTMENT

Select the appropriate adjustment.

☒ REGULAR	☐ OVERPAID	☒ UNDERPAID	<u>2</u>	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

DATE



MANAGER SIGNATURE

DATE

DIRECTOR SIGNATURE

DATE

FISCAL

DATE PROCESSED

PAY PERIOD

PAYROLL SIGNATURE

DATE