

SHASTA HEAD START CHILD DEVELOPMENT, INC.

PAYROLL ADJUSTMENTS

EMPLOYEE NAME

DISCREPANCY DATE

DESCRIPTION OF PAYROLL DISCREPANCY

PAYROLL ADJUSTMENT

Select the appropriate adjustment.

<input type="checkbox"/> REGULAR	<input type="checkbox"/> OVERPAID	<input type="checkbox"/> UNDERPAID	HOURS
<input type="checkbox"/> OVERTIME	<input type="checkbox"/> OVERPAID	<input type="checkbox"/> UNDERPAID	HOURS
<input type="checkbox"/> HOLIDAY	<input type="checkbox"/> OVERPAID	<input type="checkbox"/> UNDERPAID	HOURS
<input type="checkbox"/> PTO	<input type="checkbox"/> OVERPAID	<input type="checkbox"/> UNDERPAID	HOURS
<input type="checkbox"/> SICK	<input type="checkbox"/> OVERPAID	<input type="checkbox"/> UNDERPAID	HOURS
<input type="checkbox"/> BEREAVEMENT	<input type="checkbox"/> OVERPAID	<input type="checkbox"/> UNDERPAID	HOURS
<input type="checkbox"/> JURY DUTY	<input type="checkbox"/> OVERPAID	<input type="checkbox"/> UNDERPAID	HOURS
<input type="checkbox"/> COVID	<input type="checkbox"/> OVERPAID	<input type="checkbox"/> UNDERPAID	HOURS
<input type="checkbox"/> PSL SELF	<input type="checkbox"/> OVERPAID	<input type="checkbox"/> UNDERPAID	HOURS
<input type="checkbox"/> PSL FAM/DEP	<input type="checkbox"/> OVERPAID	<input type="checkbox"/> UNDERPAID	HOURS
<input type="checkbox"/> PFL	<input type="checkbox"/> OVERPAID	<input type="checkbox"/> 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