SHASTA HEAD START CHILD DEVELOPMENT, INC.
PAYROLL ADJUSTMENTS

Jane Doe	2/01/2021
EMPLOYEE NAME	DISCREPANCY DATE

DESCRIPTION OF PAYROLL DISCREPANCY

Jane was short 2 hours of regular time on February 1, 2021

PAYROLL ADJUSTMENT

Select the appropriate adjustment.

		OVERPAID	UNDERPAID		HOURS
✓	REGULAR	☐ OVERPAID	☐ UNDERPAID	2	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
☐	COVID	☐ OVERPAID	☐ UNDERPAID		HOURS
☐	PSL SELF	☐ OVERPAID	☐ UNDERPAID		HOURS
☐	PSL FAM/DEP	☐ OVERPAID	☐ UNDERPAID		HOURS
☐	PFL	☐ 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
EMPLOYEE SIGNATURE (Reduction to EE Check)	
Manager	02/05/2021
MANAGER SIGNATURE	DATE
DIRECTOR SIGNATURE	DATE

FISCAL

DATE PROCESSED	PAY PERIOD
PAYROLL SIGNATURE	DATE

Last Updated 11/18/2020