

Pay Adjustment Form

Employee #: _____ Employee Name: _____ Position Title/Dept.: _____

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Date (01-Jan-20):							
(1) Adjustment Code:							
# of Hours:							
Start time of the hours above 00:00 AM/PM:							
(2) Adjustment Code:							
# of Hours:							
Start time of the hours above 00:00 AM/PM:							
(3) Adjustment Code:							
# of Hours:							
Start time of the hours above 00:00 AM/PM:							

Adjustment Codes: 1030 = Pay out additional hours worked at 1x 1150 = Bank additional hours worked or call-in pay at 1x 1105 = Pay out overtime worked at 1.5x 1035 = Bank overtime worked or call-in worked at 1.5x 1225 = Pay out overtime worked on stat at 1.5x	1230 = Bank overtime worked on stat at 1.5x 1305 = Shift premium at \$0.65 per hour 1015 = Pay for being on-call 1130 = Pay for call-in hours worked at 1x 1132 = Pay for call-in hours worked at 1.5x	<div style="border: 2px solid red; padding: 5px;"> <p>Only write actual hours above - the code will multiply by 1.5, where applicable</p> </div>
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Employee Signature: _____

Date: _____

Supervisor Name: _____

Supervisor Signature: _____

***** Forms should be received in Payroll by noon every Monday. Failure to do so could result in delay of payment.*****