University of Alaska
Adjustment

MAU/Major Administrative Unit (circle one) UAA UAF UAS SW	Department
Last Name / First / M.	
Employee ID	Work Phone

Adjustment Run Number_____

PHAADJT

Year (calendar) | Pay ID | Pay No | Seq No

Pay ID: **BW**

Adjustment Action
- ❑ **M = Manual**
- ❑ B = Balance
- ❑ A = Approve
- ❑ Payroll Calc
- ❑ 70 Disp = Done

or

Adjustment Action
- ❑ **J = Adjust**
- ❑ B = Balance
- ❑ A = Approve
- ❑ Payroll Calc
- ❑ 70 Disp = Done

History Date (run date) | Posting Override Date (run date)

Calc Method
- ❑ Computer
- ❑ Manual

Print Method
- ❑ Computer
- ❑ Manual

Gross | Net

Position | Suffix | Eff Date | Position | Suffix | Eff Date

PHAADJT (PHAHOUR)

EC	Shft	Hours/Units	Sp Rate	Amount	Fund	Orgn	Acct	Prog

PHAADJT (PHCDEDN)

Ded	Emp Amt	Empr Amt	Appl Gross

Reason for Adjustment:

Payroll: _____ Date: _____

PHAADJT

Document Number | Priority

PEAEMPL *(required to adjust leave balances)*

	Adjust Hours Taken/Accrued	New Current Available
PHL (Personal Holiday)	_____	_____
SICK (Sick Leave)	_____	_____
VAC (Annual Leave)	_____	_____

Entered: _____ Date: _____