



UNIVERSITY of ALASKA

Adjustment Form

MAU/Major Administrative Unit <i>(circle one)</i>				Department/TKL	
UAA	UAF	UAS	SW	T ___ _	
Last Name			First	M.	
Employee ID				Work Phone	

PHAADJT

Adjustment Run Number _____

Year (calendar) Pay ID **BW** Pay No Seq No

Adjustment Action

M = Manual **or** **J = Adjust**

B = Balance B = Balance

A = Approve A = Approve

Payroll Calc Payroll Calc

70 Disp = Done 70 Disp = Done

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

Calc Method Computer Manual Print Method Computer Manual *(attach copy of PHICHEK, if applicable)*

Gross Net

Position Suffix Effective Date Position Suffix Effective Date

PHAADJT (PHAHOUR)

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

PHAADJT (PHCDEDN)

Ded	Emp Amt	Empr Amt	Appl Gross

PHAADJT

Document Number Priority **1**

Check Date *(if manual check)*

Reason for Adjustment: _____

PEALEAV *(required to adjust leave balances)*

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

Entered: _____ Date: _____

Payroll: _____ Date: _____