



# University of Alaska Leave/Earnings Adjustment

Only to be used for transfers involving leave usage.

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

## PHAADJT

Year (calendar) <input type="text"/>	Pay ID <b>BW</b>	Pay No <input type="text"/>	Seq No <input type="text"/>	Adjustment Action <input type="checkbox"/> J = Adjust <input type="checkbox"/> B = Balance <input type="checkbox"/> A = Approve <input type="checkbox"/> 70 Disp = Done	History Date (run date) <input type="text"/>	Posting Override Date (run date) <input type="text"/>
Calc Method <b>Manual</b>	Print Method <b>Manual</b>		Gross <b>0</b>		Net <b>0</b>	
Position <input type="text"/>	Suffix <input type="text"/>	Eff Date <input type="text"/>	Document Number <b>0</b>	Priority <b>1</b>		

## PHAADJT (PHAHOUR)

EC	Shft	Hours	Amount	Fund	Orgn	Acct	Prog

Entered by: \_\_\_\_\_ Date: \_\_\_\_\_

**PEAEMPL** (required to adjust leave balances)

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

Entered by: \_\_\_\_\_ Date: \_\_\_\_\_

### Notations

- Revised/late time sheet submitted after Payroll ran
- Data entry error of time input
- Other:

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_