



University of Alaska

Void Adjustment

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

Attach copy of paycheck to form. Send original paycheck to SWOHR. Send form to appropriate office for processing. **This form should only be used for current calendar year voids.**

Adjustment Run Number _____

PHAADJT

Year (calendar)	Pay ID	Pay No	Seq No	Adjustment Action	History Date	Posting Override Date
<input type="text"/>	BW	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> V = Void <input type="checkbox"/> B = Balance <input type="checkbox"/> A = Approve <input type="checkbox"/> 70 Disp = Done	<input type="text"/> (run date)	<input type="text"/> (run date)

Document Number

Entered by: _____ Date: _____

PEAEMPL (required to adjust leave balances)

	Current Available	Reverse Hours Accrued	Reverse Hours Taken	New Current Available	Adjustment Done
PHL (Personal Holiday)	_____	_____	_____	_____	<input type="checkbox"/>
SICK (Sick Leave)	_____	_____	_____	_____	<input type="checkbox"/>
VAC (Vacation Leave)	_____	_____	_____	_____	<input type="checkbox"/>

Entered by: _____ Date: _____

Reason for void: _____

Completed by: _____ Date: _____

Approved by: _____ Date: _____