



UNIVERSITY
of ALASKA

Adjustment Form

MAU/Major Administrative Unit		Department/TKL 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
 A = Approve
 Payroll Calc
 70 Disp = Done

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

Calc Method Print Method
 Computer Manual 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: _____