



University of Alaska Leave/Earnings Adjustment

Only to be used for transfers involving leave usage.

MAU/Major Administrative Unit (select one)		Check Distribution
Last Name	First	M.
Employee ID		Work Phone

PHAADJT

Year (calendar) <input type="text"/>	Pay ID BW	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 Manual	Print Method Manual		Gross 0	Net 0		
Position <input type="text"/>	Suffix <input type="text"/>	Eff Date <input type="text"/>	Document Number 0	Priority 1		

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: _____