



**XAVIER UNIVERSITY OF LOUISIANA  
DEPARTMENT PAYROLL ADJUSTMENT FORM**

*THIS FORM IS USED TO:*

- A. Adjust incorrect or late leave entries after payroll has run.
- or
- B. Adjust incorrect hours entered for Non Exempt employees after the payroll has run.

**EMPLOYEE INFORMATION**

Employee (Last Name, First Name)SS#	Payroll (Bi-Weekly, Monthly)	Department
_____	_____	_____

**A:**  
In this section document how the leave was originally entered.

Pay Code: \_\_\_\_\_      Number of Hours: \_\_\_\_\_      Date: \_\_\_\_\_

In this section document how the leave should be entered.

Pay Code: \_\_\_\_\_      Number of Hours: \_\_\_\_\_      Date: \_\_\_\_\_

*OR*

**B:**  
In this section document how the hours were originally entered.

Number of Hours: \_\_\_\_\_      Date: \_\_\_\_\_

In this section document how the hours should be entered.

Number of Hours: \_\_\_\_\_      Date: \_\_\_\_\_

**C: Signatures**

Timekeeper's Signature: \_\_\_\_\_

Supervisor's Approval: \_\_\_\_\_

**NOTE: Forward this sheet to Payroll at P.O. Box 121C**