

How to Complete the Salaried/Hourly Adjustment Form

Important Process Details:

- Adjustments to multiple types of Time Reporting Codes may be processed on one Salaried/Hourly Adjustment Form for a single employee for the same pay period.
- The Salaried/Hourly Adjustment Form is used to correct :
 - Leave credit usage
 - Corrections to additional pay due an employee [ex: shift differential and overtime]
 - Collection of overpayments to an employee [ex: shift differential, overtime or dock] that will result in an Accounts Receivable. For this reason it is essential that the affected employee sign the form to denote agreement with the changes.
- Changes to the labor distribution – overrides of the default-funding source as defined on the position (pool ID) are not accommodated with this form. Instead, a HR Account Code Override form must be completed.

How to Complete the Form

The form is easiest to use if completed using Excel. The form may be obtained from CSULB website.

Salaried/Hourly Adjustment Form: FIELD DESCRIPTIONS:

Employee Information

Top Line:

- **Pay Period:** The pay period for which the change is requested. It is sufficient to indicate only Month/Year (for which the incorrect information was approved.)
- **Group ID:** The three-digit unit number preceded by “U”.
- **Reporter:** The name of the designated time reporter [optional].
- **Timebase/FTE:** Applies only to Salaried employees. Enter to two digits (no fractions). For Hourly, leave blank.
- **Alternate Work Schedule:** Indicate if the employee works an Alternate Work Schedule (e.g. 4 x 10, 9/80, 3/12, etc.) If the employee works 5 days x 8 hrs per day (in a week), leave blank. Note: all Alternate Work Schedules must be approved and submitted to Payroll on the Work Schedule Approval form.

Second Line:

- **Name:** Last name, first name, middle initial (PeopleSoft format)
- **PeopleSoft Employee ID#:** The employee’s identification number assigned by PeopleSoft.
- **Empl Record:** The numeric reference that indicates whether the employee has multiple concurrent appointments (jobs). **This field must be completed. If this field is left blank, Payroll will need to call before processing the form. This may delay processing of the adjustment.**

Changes for a Salaried Employee (complete the top section):

Adjustments to multiple time reporting codes may be requested for the same employee on a single form for the same pay period. It is only necessary to indicate the information for the date(s) to be changed.

- Step 1:** Enter or write the date for which previously approved time is to be adjusted.
- Step 2:** Select the Time Reporting Code from the drop down (*if you are completing the form in Excel. If not, type or write the code of the applicable TRC.*) Refer to the TRC legend, if necessary.
- Step 3:** Enter or write the total hours previously approved for that date and TRC.
- Step 4:** Enter or write the total hours that should have been approved for that date and TRC.

Repeat the above steps for multiple corrections. Attach additional pages if necessary.

Approval Signatures

Step 5: Print the form and obtain the employee’s signature, the supervisor’s signature and if required, the ASM or other division authorization (per your division’s internal organizational procedures). For time reporting codes that will result in a payment to the employee, the approval of the ASM or other division authority is required.

Step 6: Send the form to Payroll Services for processing.

EXAMPLE:

- *For example:*
 - ⇒ *Hours approved indicates that the employee used 8 hours of vacation on the 21st through the 25th for a total of 40 hours of vacation. However, the employee actually used 8 hours vacation on the 21st through the 24th and only 7 hours on the 25th.*

⇒ *Then, the form would be completed as follows:*

Date	TRC	Hrs Approved	Corrected # of Hrs
05/25/07	VA: Vacation	8.00	7.00

⇒ *The net result of the above change will be that the total vacation used for the pay period will be reduced from 40 hours to 39 hours.*

Changes for a Hourly Employee (complete the bottom section):

For adjustments to “REG” hours approved it is only necessary to indicate the month and year of the pay period to be adjusted. For adjustments to TRCs other than REG, indicate the date and TRC to be adjusted. Adjustments to multiple time reporting codes may be requested for the same employee on a single form for the same pay period.

- Step 1:** Enter or write the month and year for which previously approved time is to be adjusted.
- Step 2:** “Regular” TRC automatically appears on the first line. For Time Reporting Codes other than Regular select TRC from the drop down (*if you are completing the form in Excel. If not, type or write the code of the applicable TRC.*) Refer to the TRC legend, if necessary.
- Step 3:** Enter or write the total hours that were previously approved for that date and TRC.
- Step 4:** Enter or write the total hours that should have been approved for that date and TRC.

Repeat the above steps for multiple corrections. Attach additional pages if necessary.

Step 5: Print the form and obtain the employee’s signature, the supervisor’s signature and if required, the ASM or other division authorization (per your division’s internal organizational procedures). For time reporting codes that will result in a payment to the employee, the approval of the ASM or other division authority is required.

Step 6: Send the form to Payroll Services for processing.