

### **Why do I need to complete a Biweekly Adjustment Form**

A Biweekly Adjustment Form is used to adjust compensation information from a prior pay period and to compensate a biweekly employee for a retroactive rate increase or decrease.

### **How do I complete a Biweekly Adjustment Form**

The top half of the form is used to adjust earn codes, job numbers, number of hours paid, etc.

- Go to [http://adminet.uchicago.edu/adminforms/pdfs/bw\\_payroll\\_adj.pdf](http://adminet.uchicago.edu/adminforms/pdfs/bw_payroll_adj.pdf)
- Use one form for each pay period with an adjustment
- The rate is the regular hourly rate of pay (the system will calculate earn code differences)
- Indicate a + or – in the (+/-)
- Provide an explanation

The bottom half of the form is for retroactive rate increased or decreased.

- Go to [http://adminet.uchicago.edu/adminforms/pdfs/bw\\_payroll\\_adj.pdf](http://adminet.uchicago.edu/adminforms/pdfs/bw_payroll_adj.pdf)
- The begin date is the begin date of the new rate
- The end date is the pay period ending date paid at the old rate
- The total amount due is the number of hours at the old rate multiplied by the difference between the old rate and the new rate.
- The number of hours is the total number of hours at the old rate
- Provide an explanation

Send the form to: Biweekly Coordinator, Payroll Services, 6054 S. Drexel, Suite 300