

Employee Leave Balance Adjustment Form

Hire Date: _____

Date Adjusted:
Banner _____

Name of Person Making adjustment: _____

Classified: _____

EMPLID: _____

Unclassified: _____

Employee Name: _____

Faculty: _____

Employee VPDI Code: _____

Non-Faculty: _____

PEAEMPL ECLS: _____

Adj Service Date: _____

NBAJOBS ECLS: _____

Benefit Category: _____

Pay Period Entered: _____

Reason For Adjustment: _____

Beginning Balance	Taken	Ending Balance
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Annual Leave Adjustment

Banner Current Balance

Balance Transferred In

Name of Agency Transferred From

Date Transferred In

				0.00
				0.00

Sick Leave Adjustment

Banner Current Balance

Balance Transferred In

Name of Agency Transferred From

Date Transferred In

				0.00
				0.00

Comp Straight Leave Adjustment

Banner Current Balance

Balance Transferred In

Faculty Members Not Eligible

Approval from Appointing Authority req'd

				0.00
				0.00

Prepared By: _____

Reviewed BY: _____

*** Attach copies of documentation to support adjustment ***

Employee Name: _____

Emplid: _____

Adjusted Service Date: _____

Accrual Rate: _____

PayPeriod Number		Pay Period End Date	Earned	Taken	Balance
					0
BW	1	2012-01-08	0	0	0
BW	2	2012-01-22			0
BW	3	2012-02-05			0
BW	4	2012-02-19			0
BW	5	2012-03-04			0
BW	6	2012-03-18			0
BW	7	2012-04-01			0
BW	8	2012-04-15			0
BW	9	2012-04-29			0
BW	10	2012-05-13			0
BW	11	2012-05-27			0
BW	12	2012-06-10			0
BW	13	2012-06-24			0
BW	14	2012-07-08			0
BW	15	2012-07-22			0
BW	16	2012-08-05			0
BW	17	2012-08-19			0
BW	18	2012-09-02			0
BW	19	2012-09-16			0
BW	20	2012-09-30			0
BW	21	2012-10-14			0
BW	22	2012-10-28			0
BW	23	2012-11-11			0
BW	24	2012-11-25			0
BW	25	2012-12-09			0
BW	26	2012-12-23			0

Prepared By: _____

Reviewed By: _____

Each Calendar Year - Change row 5 to reflect the 1st pay period end date and drag down to update y