

**FORMS AND PROCESSES**  
**Human Resources, Payroll, Budget and SPAR**

Payroll Forms	
<i>Form Name</i>	<i>Description</i>
Correction of Hours Worked Form	Used to correct hours worked and leave taken of non-exempt employees after they have been paid for the time
Exempt Leave Adjustment Form	To request an adjustment to an exempt employee's leave balances
Exempt Leave Form - Late Submittal	Used if an exempt employee did not submit a leave form by the deadline
Manual Check Request - Exempt Form	To process a one-time manual check request for a missing pay period (Exempt)
Manual Check Request - Non-Exempt Form	To process a one-time manual check request for a missing pay period (Non-exempt)
Miscellaneous Deduction Form	Used by Parking, Rec Sports, Rawls Course and Institutional Advancement for employee deductions.
HR Forms/Processes	
<i>Form/Process Name</i>	<i>Description</i>
Correction of Hire or Termination Date Process	Process used only when the hire or termination date of an employee needs to be changed - See Miscellaneous Human Resources Processes Section
E-PAF	Electronic process used to process new hires and job changes
Initial Personal Bio Form	Used by E-PAF originators to collect data required for New Hire E-PAF
Leave With/Without Pay Form	Use this Form to report : Leave Without Pay for a full calendar month or more All types of Administrative or Disciplinary Leave for any amount of time Faculty Development, Education or Between Term Leave for any amount of time FMLA or State Parental Leave for any amount of time Extended Military Leave for any amount of time Leave Return
Multipurpose One-Time Payment Form	Used for one time payments such as additional compensation, lump sum payments and special augmentation.
New Position/Reclassification Form	Used to create a new position or change the position class on an existing position.
Personal Bio Form	Used by employee to submit personal biographical data
Supervisor Change Process	Process used when only the supervisor's name needs to be changed on an employee's record - See Miscellaneous Human Resources Processes Section
Budget HR Forms	
<i>Form Name</i>	<i>Description</i>
Labor Distribution Change Form	Used for funding changes effective after the last paid date.
Labor Redistribution Form	Used for labor redistributions (funding changes) if a payroll has already been paid.
SPAR HR Forms - TTU & TTUSA Only	
<i>Form Name</i>	<i>Description</i>
SPAR Attachment for Special Pay - TTU & TTUSA Only	Used when requesting special pay on grant FOAP via Multipurpose One-Time Payment form or E-PAF
SPAR Attachment for Funding Changes - TTU & TTUSA Only	Used when requesting labor distributions and redistributions for grant FOAP