

<b>Process Name:</b>	<b>Exempt – Manual Leave Adjustment Form</b>  Rev 10/2/08
<b>Contact :</b>	Payroll Services
<b>Process Purpose:</b>	To request an adjustment to an exempt employee’s leave balance
<b>Special Terms:</b>	Leave Codes

<b>Information you will need</b>	Banner/Tech ID#, Name, Month Reporting, Date leave taken, Leave Code, Hours taken

Please follow these instructions for preparing the Multipurpose One-Time Payment Form.

- **Employee’s Name** – Fill in the employee’s name.
- **Date** – Date form prepared.
- **Banner/Tech ID** - Enter the employee’s “R” number
- **ORG/Department Name** – List the ORGN along with the department name.
- **Telephone No.** – Campus ORG/Department telephone number.
- **Month Reporting** – Enter month leave was taken.
- **Date** – Enter the day within the month reporting that leave was taken.
- **Leave Code** – Enter the leave code.
- **Hours taken** – The hours taken for that leave code.
- **Employee Signature** – Have the employee sign this form.
- **ORG Manager Signature** – Have the Org Manager review and sign form.

Assistance Dog Training Leave	ADG	Parent Teach/Conference	PTX
Blood Donor Leave	DBX	Red Cross Leav	RDC
Bone Marrow Transplant Leave	BMT	Sick Leave	SCK
Emergency Leave	EMG	Sick Leave Pool	SLP
Firefighter EMS Leave	FFX	SVC. Excellence Leave Award	SEL
Foster Parent	FPX	Vacation	VAC
Funeral	FNX	Voting	VOX
HSC Holiday COMP (HSC Employees only)	HCP		
Holiday	HOL		
Jury Duty	JDX		
Military Leave	MIL		
Military Leave	MEX		
Organ Donor Leave	ORL		