



# PAY ADJUSTMENT FORM

(HR-F551)

DATE:

SALARY WAGE CORRECTION:

EMPLOYEE NAME:

EMPLOYEE LOCATION:

EMPLOYEE ID NUMBER: E000

EMPLOYEE TYPE:

GROSS AMOUNT OVER PAID:

GROSS AMOUNT UNDER PAID:

COMMENTS  
(How error was discovered,  
Nature of Error, etc.):

COLLECTION EFFORTS  
(include # of pay periods error  
occurred):

HR Technician: \_\_\_\_\_

DATE:

HR Specialist: \_\_\_\_\_

DATE:

\*Chief HR Officer: \_\_\_\_\_

DATE:

\*\*Chief Financial Officer: \_\_\_\_\_

DATE:

\*Amounts over \$1,000.00 require the Chief HR Officer's signature.

\*\*Over payments \$2,000.00 or over require the Chief Financial Officer's signature.

NET AMOUNT:

### SUPPORT DOCUMENTATION CHECKLIST

Print and Review Pay History

Generate Calculation Spreadsheet and Calculate Amount Due

Email Spreadsheet and Amount Due/Owed to Payroll

Review Documentation with HRS

Enter Pay Assignment/Threaded Note

Submit Documentation to Payroll

Contact Employee and Advise of Over/Under Payment

Generate Over/Under Payment Letter to Employee

COLLECT DOCUMENTATION, MAKE 2 COPIES:

To Personnel File

To HRS