EMORY UNIVERSITY
Vacation and Sick Leave
Balance Adjustment Form
(Complete and submit form to Payroll Dept. | Fax 404-727-5280)

This form should ONLY be used to make adjustments to an employee’s leave accrual balances. It should NOT be used to correct wages paid under the wrong earnings codes.

Examples of when to use, or not use this form:
- Use this form to update accruals for monthly employees transferring to biweekly.
- Do NOT use this form to move hours from one earnings code to another; such as to change vacation time paid as sick time. You will need to submit a supplemental pay request to make the adjustment.

Employee’s Name ________________________________________________________
Employee ID # _______________________  Record # _______

Authorized Signature _______________________________________ Date___________

Vacation Leave (AVA)                                    Sick Leave (ASC)
[ ]                    [ ]                                [ ]                    [ ]
  +/-                        +/-

Explanation:........................................................................................................
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To calculate the correct balance adjustment, follow the guide below:

Pay period end date: __________________________________
Your records show: ____________________ (hours)
System shows: ________________________ (hours)
Difference is: _________________________ (hours)

Examples:
1. Your record shows:  30 hours
   System shows: 15 hours
   Difference is: 15 hours
   you would enter +15.00 hours

2. Your record shows:  15 hours
   System shows: 30 hours
   Difference is: -15 hours
   you would enter -15.00 hours

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