

INDIANA UNIVERSITY ADJUSTMENT VOUCHER
 (Only one employee per adjustment voucher, please)

ADJUSTMENT ACTIONS:

Doc No.: _____
 Chart-Dept: _____
 Voucher Code: _____
 Name: _____

PLEASE PRINT CLEARLY

___ PAY ADJUSTMENT
 ___ TERMINATION
 ___ ATTENDANCE ADJUSTMENT

Empl ID: _____
 Last Day Worked _____

PROCESSING REQUESTED:
 ___ NEXT AVAILABLE ON-CYCLE (REGULAR) PAYROLL (No Charge)
 ___ NEXT AVAILABLE OFF-CYCLE PAYROLL (Charge)
 ___ ON-LINE REQUEST (Charge) (Subject to Approval)

EMPL RCD NBR	PAY GROUP **	WK 1 OR 2	EARNINGS BEGIN DATE	EARNINGS END DATE	EARN CODE **	SEQ NBR	ACCOUNT/ SUBACCOUNT	OBJ CODE	HOURS	+/-	HOUR RATE	PERIOD AMOUNT
Page Totals/Grand Totals												

EXPLANATION: _____

PREPARED BY: _____ PHONE: _____ DATE: _____

CERTIFICATE: I hereby certify that I have examined the time record of each employee listed on this payroll; that each employee has performed the services for which the salaries or compensation is paid; that to the best of my knowledge and belief no part of the salary or compensation of any employee listed hereon is being divided or paid to any other person on account of or by reason of their employment; that the gross pay listed opposite the name of each employee is based upon either statutory or regulatory authority and is justly due each employee; that this payroll is correct and has by me been approved.

AUTHORIZED SIGNATURE: _____ TITLE: _____

FOR PAYROLL OFFICE USE ONLY:
 ADJ ENTERED BY: _____ DATE: _____ PAY RUN ID: _____ PAGE NBR: _____

Earn Code	Regular	Earn Code	Regular	Earn Code	Retro
AAD	Academic Administrative Sup	OOR	Overtime Only	AAR	Academic Admin Sup Retro
ABE	Absent Exempt Employees	OVT	Overtime	AOR	Academic Overload Retro
ABS	Absent without benefits	PRM	Premium	AVR	Anticipated Vacation - Retro
AFL	Absent without Pay- FMLA	REG	Regular Pay Exempt Staff	CDR	Court Duty - Retro
ANV	Anticipated Vacation	RGA	Regular Pay Academic	CLR	Call Back Overtime - Retro
AOV	Academic Overload	RGH	Regular Pay Hourly	CTR	Comp Hrs - Reduce Accrl - Retr
AWB	Absent with benefits	RGN	Regular Pay Nonexempt Staff	FCR	Faculty Fellowship Retro
CAL	Call Back Overtime	RGP	Regular Pay PERF	FLR	Fellowship Regular Retro
CPE	Comp Hours Earned - No Pay	RGR	Regular Pay Rsdnt Appointees	FNR	Funeral - Retro
CPT	Comp Hours - Reduce Accrual	RGS	Regular Pay Student Academic	HFR	Holiday Hours Taken FMLA Retro
CRG	Contract Regular Pay	RGW	Regular Pay Workstudy	HLR	Holiday - Retro
CRS	Contract Regular Student	SAD	Staff Administrative Supplemnt	HPR	Holiday Incentive Pay Retro
CRT	Contract Regular Teaching	SCK	Sick Nonexempt	HRF	Holiday - FMLA Retro
CTD	Court Duty	SFL	Sick Nonexempt-FMLA	HTR	Holiday hrs - Taken - Retro
DCD	Deceased	SRC	Shift Rate \$.50	IJR	Injury - 1st 7 days - Retro
FCF	Faculty Fellowship	SRD	Shift Rate \$.75	INR	Incentive Pay Retro
FEL	Fellowship Regular Earnings	SRF	Shift Rate \$1.25	IVR	Injury - chg to Vac - Retro
FL5	Fellowship - Nonresident	SRH	Shift Rate \$1.75	MLR	Military duty - Retro
FNL	Funeral	SRI	Shift Rate \$3.50	ORR	Overtime Only - Retro
HA1	Hazard Flat Rate	SRK	Shift Rate \$4.00	OVR	Overtime - Retro
HAC	Holiday Hours - Accrued	SWH	Staff Work Hours - IUPUI	PMR	Premium - Retro
HAZ	Hazard Pay	VAC	Vacation	RAR	Regular Pay Academic Retro
HFL	Holiday Hours Taken- FMLA	VFL	Vacation-FMLA	RHR	Regular Pay Hourly Retro
HIP	Holiday Incentive Pay	WTH	Weather	RNR	Regular Pay Nonexempt Staff Rt
HOF	Holiday - FMLA			RPR	Regular Pay PERF Retro
		Earn Code	Termination		
HOL	Holiday			RRE	Regular Pay Exempt Staff Retro
HTK	Holiday Hours - Reduce Accrual	THL	Terminal Holiday - Biweekly	RRR	Regular Rsdnt Appointees Retro
HVB	Hourly Vacation Pay	TMB	Terminal Bonus Monthly	RSR	Regular Pay Student Acad Retro
INA	Injury - No Pay	TMH	Terminal Honorary Vac Monthly	RWR	Regular Pay Workstudy Retro
IND	Injury - No Pay - with benefit	TMO	Terminal Holiday Monthly	SCR	Sick Pay - Retro
INJ	Injury - with Pay - 1st 7 days	TMP	Terminal PTO Monthly	SDR	Staff Admin Sup Retro
INP	Incentive Pay	TMS	Terminal Sick Monthly	SLR	Sick Nonexempt- FMLA Retro
INV	Injury - charge to Vacation	TMV	Terminal Vacation Monthly	SMR	Grad Std Summer Wrksty Retro
MIL	Military Duty	TSK	Terminal Sick - Biweekly	SWR	Staff Work Hrs - IUPUI - Retro
OC1	On Call - 1.50	TVC	Terminal Vacation - Biweekly	VCR	Vacation - Retro
OC2	On Call - 2.00			VFR	Vacation- FMLA Retro