

UNIVERSITY OF FLORIDA  
UNIVERSITY PAYROLL SERVICES  
ON-CYCLE ADJUSTMENT

Dept ID: \_\_\_\_\_

Preparer's Printed Name: \_\_\_\_\_

Preparer's Email and Phone Number: \_\_\_\_\_

UF ID	Pay Group (see Job Data>Payroll Tab)	Name	Employee Record #	*TRC Must be completed (see instructions below)	Hours +/-	FTE (see Job Data>Job Information Tab)	Rate	Amount Due +/-	Pay Period: Hourly - by week Salary - by bi-wkly

<p>Reason for request:</p> <p><input type="checkbox"/> Employee is terminated on the employee record number.</p> <p><input type="checkbox"/> Payable time status is rejected by payroll and/or closed.</p> <p><input type="checkbox"/> Time reported data is inactivated.</p> <p><input type="checkbox"/> For this data range, time no longer appears in report time.</p> <p><input type="checkbox"/> Other: _____</p>	<p><b>*TRC - Time Reporting Code.</b> The source to find this information:</p> <p><b>Manager Self Service &gt; Time Management &gt; Record Time &gt; Report Time</b> Click on the employee and use the drop down menu under Time Reporting Codes and use only those available for this employee.</p>
<p><u>Special Instructions:</u> This form can be used to request adjustments to an employee's time that cannot be updated through Time &amp; Labor. If changes are less than 60 days old and not rejected by payroll, they must be done at department level through time and labor. If the reason for this request is that at the dates are over 60 days please submit a Prior 60 Day Request form.</p> <p>Fax to 352-846-0166 Original: Retain in Department File</p>	<p>I confirm that the employee listed hereon is performing the duties as required by his/her authorized positions. I will notify the Payroll Office immediately of any pay discrepancy so that appropriate adjustments can be made before warrants are delivered to the banks or departments. I also confirm that appropriate time and attendance records are being maintained for the employee listed.</p> <p>_____</p> <p style="text-align: center;">EMPLOYEES' DESIGNATED TIME APPROVER</p> <p style="text-align: right;">_____</p> <p style="text-align: right;">DATE</p>