HrAd
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Last Name		First Name	Employee ID#
	Print	Print	

## **PAYROLL HOUR ADJUSTMENT**

Month

Year

**Payroll Time Sheet** 

Lane Education Service District

	ORIGINAL Hours					] [		CORRECTED Hours						
DATE	Reg	ular	Le	ave		onal or rtime		DATE	Reg	ular	Le	ave		onal or rtime
	Regular Hours	Туре	Leave Hours	Туре	Additional Hours	Туре			Regular Hours	Туре	Leave Hours	Туре	Additional Hours	Туре
			Over	time is bas	Hour ed on hours	s over the N actually wo					ay or paid	leaves)		
							]							

Record number of hours worked, number of hours of leave taken and/or number of hours of additional time for each working day of the month. Identify type of leave taken by putting the proper symbol in the small box next to the hours.

R - Regular	OT - Overtime
V - Vacation	P - Personal Leave
S - Sick Leave	L - Leave Without Pay
F - Family Illness	O - On the Job Injury
H - Holiday	B - Bereavement Leave
J - Jury Duty	A - Association Leave

hereby certify that this is a true and correct report of the time I have worked during the dates indicated.

Employee Signature

Date

HrAdj

Verified Signature

Date

For ESD Use	Only