SPECIAL PAY/TIME ADJUSTMENT WORKSHEET FOR RETRO SALARY ADJUSTMENT

This form must be completed and submitted with the Special Pay/Time Adjustment Sheet when processing a retroactive salary adjustment.

Employee Name: _____   Employee ID # _____

Reporter: Exception [   ]   Positive [   ]

Retirement: Employee/Employer Paid [   ]   Employer Paid [   ]

Workweek: Standard [   ]   Non-Standard [   ]   Innovative [   ]

Regular Days Off: Mon [   ]   Tue [   ]   Wed [   ]   Thu [   ]   Fri [   ]   Sat [   ]   Sun [   ]

Effective Date: _____

Pay Type   _____   _____   _____   _____

New Grade/Step _____   Hrly Rate $ _____   _____   _____   _____

Old Grade/Step _____   Hrly Rate $ _____   _____   _____   _____

Difference $ _____   _____   _____   _____

(Show Calculations Below)

Week Ending Date	Pay Type *	# of Hours		Difference		Amount for Pay Type
			X		=	
			X		=	
			X		=	
			X		=	
			X		=	
			X		=	
			X		=	
			X		=	
			X		=	
			X		=	
			X		=	
			X		=	
			X		=	
			X		=	
			X		=	
			X		=	
			TOTAL			

*On Special Pay/Time Adjustment Sheet, enter the event code of PADJ if the event code being adjusted is subject to retirement, or PADJX if the event code being adjusted is not subject to retirement.