



Brigham Young University-Hawaii

Request for Payroll Accounting Adjustment

Employee Name		Employee ID #	
Department Name		Position	

Description of Adjustment:

- *Payroll Adjustment allowed for 1 or more work hours only.
- *Attach copy of timesheet or other documents.

Fund	Cost Center	Program	Acct	Description	Debit	Credit

Submitted by	Date:
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For Payroll Use

- Full Pay Period Adjusted
- Partial Pay Period Adjusted -----Additional Entry_____

Entered by:

Comments: