



## Term Eff. Date

☐ Military Leave☐ SDI☐ WC

## STD - Use PA - STD

*Must print in Black or Blue ink ONLY*

**\* Attach Leave Accrual and Adjustment Worksheet if reducing paid hours(reducing accruals) or if going back 3 or more confirmed pay periods adjusting leave time**

Reason for Request:**Office Use ONLY**

*Distribution: Original - Central Payroll (0032)*

*Military - EBSD (0440)*

Copy - Department

REV. PR 05/30/2017

Payroll Adjustment - Misc.