HrAdj

Last Name		First Name		Employee ID#			
	Print	Pi	int	_			

PAYROLL HOUR ADJUSTMENT

Month

Year

Payroll Time Sheet Lane Education Service District

			ORIC	SINAL]				CORR	ECTE	D	
		Hours							Hours					
DATE	Regular		Leave		Additional or Overtime			DATE	Regular		Leave		Additional or Overtime	
	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 I actually wo					ay or paid l	eaves)		
2/1	8.00	R						2/1	4.00	R	4.00	V		
8/23	7.00	V						8/23	7.00	S				
							1							
							1							
							1							
							1							
							-							

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.

HrAdj

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

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

Donald Duck

Employee Signature

Walt Disney

Supervisor Signature

For ESD Use Only