

AUDITOR-CONTROLLER FLSA PAYROLL ADJUSTMENT NOTICE

Date: _____		Pay Period Submitted: _____					
Employee Name: _____ <i>(Print Last Name, First Name)</i>		Employee Number: _____					
Prepared by: _____ <i>(Print your name)</i>		Department Reps Phone: _____	Mail Stop: _____				
Signature: _____ <i>(Documents without signatures will be returned)</i>		Employee's schedule: _____					
Is correction due to employee being on wrong schedule in PeopleSoft? Yes or No		Original Pay Period End Date: _____					
Explanation of Adjustment: <i>(Type or Print clearly)</i>		Reminder: Please Submit Form with RVTL740					
Time Reporting Code (TRC) adjustments (list by date - one adjustment per line). Prior Period Adjustment must be completed prior to submitting this form							
Date	Original TRC	Original TRC Paid As	Original Hours	TRC Used to Replace Original TRC	Hours Used to Replace Original Hours	T/L Prior Period Adj Session #	Adjustment Notes (ACO Use Only)
ACO Payroll Section							
RVTL40 Attached T/L Adjustment Required Add to Payline		ACO_Payroll Processor: _____			Date Keyed: _____		
		ACO_Payroll Approval: _____			Pay Period _____		
		Returned to Department		Date Returned			