



LEAVE ADJUSTMENT
(EXEMPT EMPLOYEES AND FACULTY)

Name (Last, First)		T#	
Timesheet ORG #		Date	

Check here if original leave was NOT submitted in Workday and only show data under the “Original Entry” column.

Type of Change	Original Entry	Change To
<input type="checkbox"/> Vacation Hours Taken		
<input type="checkbox"/> Sick Hours Taken		
<input type="checkbox"/> Authorized Leave		
<input type="checkbox"/> Leave Without Pay Hours		

Reason for Adjustments:

Employee Signature	Date	Employee Email Address

Supervisor Signature	Date	Phone Number

Completed forms should be returned to the Payroll Office **five (5) days prior to the relevant payroll date**. If you have any questions, please contact Payroll at 501.916.3318 or payroll@ualr.edu.