# BAY AREA RAPID TRANSIT DISTRICT

## PAY ADJUSTMENT FORM

**I. Employee will complete this section to request research of their pay received and forward to F/S/M.** [1]

**If adjustment amounts to $50 or more and employee requests a separate check, Supervisor must complete Section I/II on form and fax to TAAD x4920 for review. TAAD will fax completed form to Payroll.**

**Employee Name:** _____ **Employee Identification Number:** _____

**Date of Inquiry:** _____ **Dept. ID / Location:** _____/_____ **Pay Period in Question:** _____

**Explain - Reason for the pay inquiry.** ***(specify dates, hours or if a flat rate applies)***

_____

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**II. To Be Completed by the Department**

| | Actual Pay | | | | Corrected Pay | | |
|---|---|---|---|---|---|---|---|
| DATE | TRC | HOURS | Task Profile | | TRC | HOURS[2] | Task Profile |
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***Supervisor/Manager (time adjustments for dates up to 30 days)**

☐ **Approved In PeopleSoft** ☐ **Denied**

**Denial – Reason:**

_____

_____ _____ _____ _____

**Researched by: Name & Date** **Supervisor/Mgr Signature & Date** **Print Last Name** **Fax # Phone #**

**III. TAAD (Fax pay adjustments to TAAD for Auditing. TAAD will forward to Payroll) Fax# 4920** [3]

_____ _____

**Date entered** **TAAD / Signature**

**IV. PAYROLL (TAAD will Fax adjustment check requests to Payroll)**

***Opt to request a separate check if adjustment amounts to $50 or more** **Yes** ☐ **No** ☐

**Receipt of Pay Adjustment Form by Payroll** ☐ **Yes** _____ _____

**Check Date** **PAYROLL / Signature**

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**1.** Supervisor/Manager will also complete this section to explain adjustments made to an employee's reported time for a prior pay period.

**2.** To record a Holiday adjustment, indicate "1" in the hour's column to represent a single Holiday.

**3.** Adjustments completed by TAAD that 'opt' for separate check will be forward to Payroll.

Print Form