

# NON-EXEMPT PAYROLL ADJUSTMENT FORM

*This form is to submit hours worked, missed absences, or other adjustments from a **previous pay period**.*

- This form requires either the signature, email submittal by the supervisor or for the supervisor to be copied on the email submittal.
- An active position is required for the dates being submitted. If the hours missed were prior to the job Start Date or after the job End Date, you will need to reach out to HR or Student Job Resources on InsideND for assistance.
- Use a separate form for each pay week. The University work week is from Saturday, 12:00 am through Friday at midnight. Enter each day separately with the total number of hours missed.

**Employee Name:**

**ND ID # or NetID:**

**Position Number:**

**Job Title:**

**Org Code/Department:**


ADJUSTMENT SUMMARY				
Date of worked hours or missed absence	ENTER THE # HOURS FOR EACH DAY			
	Worked Hours	Incidental (INH)	Vacation (VAC)	Other Absence (Indicate code below)
<i>Example: 03/12/2020</i>	<i>2.00</i>	<i>2.00</i>	<i>2.00</i>	<i>2.00</i>
<b>Total</b>				

**Reason for Adjustment:**


**Employee Signature**

--

**Supervisor Signature**

\* Submit all hours/pay adjustments to Payroll Services or email to [ultratime@nd.edu](mailto:ultratime@nd.edu).

\*\* Highlighted areas indicate required fields