

**PINELLAS COUNTY SCHOOLS
PAYROLL ADJUSTMENT FORM**

Date: _____

To: _____
Payroll Technician

From: _____
Preparer's Name

School/Department Name PLD #

Authorized Approver's Signature

EMPLOYEE NAME _____
(Do not fill in if more than one person reported on this form)

PAYROLL USE ONLY

Run # : _____

Batch # : _____

Date entered # : _____

Other information:

| EMPLOYEE # | JOB # | FUND | FUNC | OBJT | CNTR | PROJ | SUBP | PRGM |
|------------|-------|------|------|------|------|------|------|------|
| | | | | | | | | |

EXPLANATION OF ADJUSTMENTS: (Please include date(s), hours, codes, etc.)

Absences not previously reported are reported on Certificate of Absence Form 3-135 marked "NPR".
 Instructional substitutes not previously reported are reported on Instructional Substitute Report Form 3-943-A.
 Supporting service substitutes not previously reported are reported on Support Substitute Report Form 3-943-B.
 Stipend payments are reported on Form 3-2640. Contracted Service Payments are reported on Form 3-3090.
