

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.

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