

EMPLOYEE NAME

UCSF PAYROLL/PERSONNEL

TIME REPORTING ADJUSTMENT

WORKSHEET

UPAY 644D-2A (R3/14)

46019 / 71455-291

DEPARTMENT

LATE PAY/LEAVE (to report prior period time)

EMPLOYEE ID	TR CODE	PAY PERIOD END DATE	PAY CYCLE TYPE	ACCT DIST NO	E R C	T Y P	D U C	TITLE CODE	B U	FUND	DEPT ID	PROJECT	FUNC	FLEXFIELD	S U B	RATE/ AMOUNT	A/ H	DESC SERV	REGULAR TIME		OVERTIME OR LEAVE TIME					W S P
																			TOTAL REGULAR TIME ON PAY STATUS	H %	DESC SERV	TIME IN HOURS	DESC SERV	TIME IN HOURS		
1-9	10-11	12-17	18	19-20	90	91	92	22-25	26	27-31	32-37	38-44	45-46	47-52	53	56-62	63	64-66	67-71	72	73-75	76-80	81-83	84-88	89	
	LX																		+			+			+	
	LX																		+			+			+	
	LX																		+			+			+	
	LX																		+			+			+	
	LX																		+			+			+	

REDUCTION IN PAY/LEAVE (to reduce prior period time; amount and/or time values are treated as negative entries)

EMPLOYEE ID	TR CODE	PAY PERIOD END DATE	PAY CYCLE TYPE	ACCT DIST NO	E R C	T Y P	D U C	TITLE CODE	B U	FUND	DEPT ID	PROJECT	FUNC	FLEXFIELD	S U B	RATE/ AMOUNT	A/ H	DESC SERV	TOTAL REGULAR TIME ON PAY STATUS	H %	DESC SERV	TIME IN HOURS	DESC SERV	TIME IN HOURS	W S P
1-9	10-11	12-17	18	19-20	90	91	92	22-25	26	27-31	32-37	38-44	45-46	47-52	53	56-62	63	64-66	67-71	72	73-75	76-80	81-83	84-88	89
	RX																		-			-		-	
	RX																		-			-		-	
	RX																		-			-		-	
	RX																		-			-		-	
	RX																		-			-		-	

RETN: ACCOUNTING 5YRS SUBJECT TO CONTRACT AND GRANT REQUIREMENTS

OTHER COPIES 0-5 YRS

CERTIFICATION	DATE	APPROVED BY:	DATE