



**Time Entry Adjustment Form**

The accuracy of time reporting is the responsibility of each employee and their supervisor. Failure to report time accurately and in compliance with the Fair Labor Standards Act and University Policy may result in penalties to the University and/or disciplinary action to the employee(s). To assist you in understanding these requirements, informational courses are available in Learning Central, under "Required University Training" (Leaders and Timekeepers), and "Workplace Effectiveness Skills" (Staff).

<b>Employee ID:</b>		<b>Name:</b>					
		Print Last, First, MI					
<b>Position #:</b>		<b>Suffix:</b>		<b>Dept:</b>		<b>Org Code:</b>	
<b>Preparer:</b>		<b>Preparer Phone:</b>				<b>Date:</b>	
Pay ID &	Adjust	Hours	Earn Code	Shift	Job Rate	Index*	Reason for Adjustment

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Deliver to:**  
**UNM Payroll Office at MSC01 1230**

**Payroll Office Use Only**

<b>Prepared by and Date:</b>	Payroll Comments
<b>PHAADJT by and Date:</b>	
<b>Intellichek by and Date:</b>	
<b>Check/DD Number:</b>	