

## University of Utah Payroll Department Vacation/Sick/Personal Preference Accruals Adjustments

\* This is only for accrual hour adjustments. If this concerns a discrepancy with payment, you will need to contact the Payroll Department at 581-7873.

Employee ID Number \_\_\_\_\_

Employee Name: \_\_\_\_\_

Current Balance Available		Vacation _____		Sick _____		Personal Preference _____
Add Hours	+	Vacation _____		Sick _____		Personal Preference _____
Subtract Hours	-	Vacation _____		Sick _____		Personal Preference _____
<b>New Balance</b>	<b>=</b>	<b>Vacation</b> _____		<b>Sick</b> _____		<b>Personal Preference</b> _____

**MANDATORY**  
Comments:

Employees CAN NOT fill out their own form.

Prepared By: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_