

Supervisor's Name (Print please)

Abilene Christian University Payroll Office ACU Box 29115 Manual Adjustment of Leave Balances

		by exempt employees who have 29115 or Human Resources, Ad			via the onlin	e leave report function	
Name of employee requiring adjustment				Banner ID			
Number of hours taken that have not been reported to payroll:				Number of hours reported to Payroll that were not taken:			
Hours	Date	Type (Vacation, sick, holiday, etc)		Hours	Date	Type (Vacation, sick, holiday, etc)	
Reason you	are requestir	ng the adjustment:		LL		1	
Neason you	are requestii	ig the adjustment.					
Supervisor's signature				-	Date		