

Prairie View A&M University

Payroll Adjustment Request Form

This form must be complete and submitted to the Payroll Department on or before the designated payroll deadline/due date as disclosed on the Payroll calendar located here: <https://www.pvamu.edu/hr/payroll-services/pay-periods/>

Employee Name: _____ Employee UIN: _____

Department Name: _____

Please select the intent for this submission:

- Add Monthly employee's missed payroll to an upcoming biweekly payroll
- Adjust current processing payroll

Required Data

	Payroll Period Start date	Payroll Period End date	Worktag	Amount	Justification/Explanation

Approvals/Signatures:

Requestor: _____

Date: _____

Department Head/Manager: _____

Date: _____

Payroll Department use only:
Entered by: _____

Please print, date, sign and return this form to Payroll Department via email payroll@pvamu.edu