



PEACE CORPS Memorandum

WASHINGTON, D.C. 20526

TO: Chief, Staff Payroll

DATE:

FROM: _____, Supervisor

SUBJECT: Payroll and Leave Balance Adjustments

Re: Employee Name: _____
Employee Number: _____
Paycheck Distribution Code (PCDC): _____

Please make the following adjustments(s) to the above-named employee's leave balance(s) and/or pay. The "New Balance" and "Correct Entry" columns as stated below are effective for the pay period ending ____.

<u>Regular Hours and Premium Pay Category</u>	<u>Incorrect Entry*</u>	<u>Correct Entry**</u>
Regular Hours	_____	_____
Overtime	_____	_____
Holiday Hours	_____	_____
Compensatory Time	_____	_____
Other (_____))	_____	_____

* Original entry (incorrect) on the Time and Attendance Worksheet.

** Entry which should have been recorded on the Time and Attendance Worksheet.

<u>Leave Category</u>	<u>Old Ending* Balance</u>	<u>New Ending** Balance</u>
Annual	_____	_____
Sick	_____	_____
LWOP	_____	_____
COMP	_____	_____
Other (_____))	_____	_____

* Balance shown in Leave Status Report (D0035).

** Corrected balance as determined by a leave audit or knowledge of an entry error from a prior pay period.

P.C. FL. 56 (8/82)

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