

EMPLOYEE I.D. NO.	EMPLOYEE NAME	PROCESS IN
1 9		



PAYROLL/PERSONNEL
BALANCE ADJUSTMENT WORKSHEET
UPAY 649 (R5/91)

LEAVE BALANCE ADJUSTMENTS (The following amounts add to, but do not replace existing balances.)

SEQ. NO.	TC	ELEM. NO.	HOURS	S	ELEM. NO.	HOURS	S	ELEM. NO.	HOURS	S	TOTAL HOURS	S								
1 2	6 10 11 19	22 23			33 34 35			38 39			49 50 51			54 55			65 66 69			79 80
C	LA																			

HOURS BALANCE ADJUSTMENTS (The following amounts add to, but do not replace existing balances.)

SEQUENCE NUMBER	ELEMENT NUMBER	HOURS	S	ELEMENT NUMBER	HOURS	S	ELEMENT NUMBER	HOURS	S	ELEMENT NUMBER	HOURS	S	TOTAL HOURS	S
1 2	6 10 19 22	24		30 31 32 35	37		43 44 45 48	50		56 57 58 61	63		69 70 73	79 80
C	HA													
C	HA													
C	HA													
C	HA													
C	HA													
C	HA													
C	HA													
C	HA													

DOLLARS BALANCE ADJUSTMENTS (The following amounts add to, but do not replace existing balances.)

SEQUENCE NUMBER	ELEMENT NUMBER	Bal Typ	AMOUNT	S	ELEMENT NUMBER	Bal Typ	AMOUNT	S	ELEMENT NUMBER	Bal Typ	AMOUNT	S	TOTAL AMOUNT	S
1 2	6 10 19 22 23 24				31 32 33 36 37 38				45 46 47 50 51 52				59 60	72 79 80
C	DA													
C	DA													
C	DA													
C	DA													
C	DA													
C	DA													
C	DA													
C	DA													

AUTHORIZED BY:	DATE	PREPARED BY:	DATE
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