EMPLOYEE ADJUSTMENTS Military Hours ON PAYROLL

EMPLOYEE NUMBER : _____ DATE: _____

EMPLOYEE NAME : _____

LIST MIT ADJUSTMENTS TO BE MADE: DEPT: _____

Adj Date:	+/-	Military Hours / MIT BSA Bank
TOTAL		

REASON FOR CHANGE:

_____

_____

_____

_____

_____

SIGNATURE OF DEPARTMENT HEAD

ADJUSTMENTS WILL NOT BE MADE AFTER THEY ARE 2 MONTHS OLD.
THIS WILL BE INCLUDED IN THE PERSONNEL FILE OF THE EMPLOYEE.