

OKLAHOMA STATE UNIVERSITY PAYROLL SERVICES

TERMINAL LEAVE ADJUSTMENT FORM

Employee ID Number	Employee Name (Last, First, Middle)	Timesheet Organization Number
Employee's Pay Cycle		Timesheet Organization Name
biweekly monthly		

Enter the leave balances shown on the Terminal Leave Payout email, the date of the email, and the desired adjustment (in hours).

	Balance per Email	Date of Email	Desired Adjustment	Corrected End Balance
Annual				
Compensatory				

Reason for Requested Adjustment and Comments:

Position	Suffix	Date Leave Taken or Recorded	Hours	Decrease/From Earnings Code:	Increase/To Earnings Code

Reply All to terminated pay e-mail and attach this document
Contact Payroll Services with Questions 405-744-6372

Requested by (typed name)	Requested by (signature)	Date	Contact Telephone #
Approved by (typed name)	Approved by (signature)	Date	Contact Telephone #

*This form is used to correct leave balances after the employee's final salary/wage payment has been processed, in preparation for the terminal leave payout. If the employee's final salary/wage payroll has not yet been processed, use the Monthly Leave Adjustment Form or the Biweekly Prior Period Hours & Leave Adjustment Form instead.

Terminal Leave Adjustment Form

Header

All Header information is from Banner screen NBAJOBS.

Employee ID Number, Employee Name - Job Detail Tab

Timesheet Organization Number, Timesheet Organization Name, Pay Cycle (Payroll ID) - Payroll Default Tab

Leave Balances, Date of Email, Desired Adjustment, and Corrected end Balance

When an employee's final paycheck is fully calculated and remitted to the state for payment, the departmental contact will be notified via email of the balances to be paid.

The date of the email and the balance(s) shown in the email should be entered.

The desired adjustment, positive or negative (to increase or decrease the balance to be paid out) should be entered. The Corrected End Balance will be calculated automatically.

Please review the Corrected Ending Balance and verify that this is the amount to be payout out as terminal leave, subject to maximum payout limitations.

In the case of a monthly employee who terminates after the 15th of the month, the final leave report should be submitted prior to the deadline. Any hours taken but not yet recorded can be deducted from the "Balance per Email".

Reason for requested adjustment and additional information (Required)

Explain in detail why the balance in Banner is not correct, and provide any pertinent dates. For example, "The employee took annual leave on MM/DD/YY but forgot to enter it on his/her leave report. Therefore, the annual leave balance needs to be reduced by 8 hours."

Data Area

Position and Suffix - provide the employee's primary position and suffix, which can be found on Banner screen NBAJOBS.

Date Leave Taken or Recorded - enter the date(s) for which earnings need to be adjusted. See "Reason for Requested Adjustment" above. Multiple dates or ranges may be entered if necessary.

Hours - enter the number of hours to be increased or decreased.

Earnings Codes to Increase or Decrease - there will be an increase or decrease to a leave code (170 or 300) and an offsetting increase or decrease to the leave code that was originally paid (most commonly 010 for monthly employees or 020 for biweekly employees).

Earnings Codes

Transfer/Adjust Hours

Same Leave Code as originally paid - 120 if regular earnings are affected too

010 - Regular Monthly

020 - Hourly Pay

150-Holiday Pay

170-Annual Leave

180-Sick Leave

230-Military Leave

240-Administrative Leave

250-Jury Duty

300-Comp Leave Taken

420-Unpaid Leave

Other - Please contact Payroll Services