UNIVERSITY of West Georgia

Monthly employees are required to record their annual & sick leave electronically by the 20th of each month. Leave after the 20th should be projected. The Monthly Employees' Leave Adjustments report is for changes to projected leave as well as any other leave adjustments. Please submit to HR by the first Friday in the following month, even if there are no adjustments to report.

Monthly Employees' Leave Adjustments

Department Name _____

Reporting Month _____ Year _____

Employee ADP ID #	Name	Explanation of Adjustment Be very specific regarding dates, number of hours, and type of leave (sick, vacation, etc.)

Supervisor's Signature _____

Date _____