

University of Utah
Accrual Adjustment Form

(Vacation, Sick, Personal, PTO, ESL - Includes Director Accruals - VAD/PPD)

Pay period adjustment is being made for: _____

PeopleSoft Employee ID#: _____ Name: _____

Current Accruals Available: VAC/VAD _____ SICK _____ PPL/PPD _____ PTO _____ ESL _____

Add Accrual Amount: VAC/VAD _____ SICK _____ PPL/PPD _____ PTO _____ ESL _____

Subtract Accrual Amount: VAC/VAD _____ SICK _____ PPL/PPD _____ PTO _____ ESL _____

New Accrual Balance: VAC/VAD _____ SICK _____ PPL/PPD _____ PTO _____ ESL _____

Explanation (Please include specific dates of adjustment):

Supervisor: _____ Date: _____

Entered By: _____ Date Entered: _____