P.P. NO.	4 DIGIT YEAR	EMPLOYE NAME	DEPT ID/LOCATION	

P.P. ID	DOCUMENT ID	ALPHA ID	JOB CODE	JOB CODE DESCRIPTION

TOA LEAVE BALANCE ADJUSTMENT TIME CARD - HOURS

EVENT DATE					ACCOUNT CODE	
MO	DAY	4 DIGIT YR	EARN CODE *	HOURS	PROGRAM	PROJECT/GRANTS
TOTAL HOURS						

DO NOT FILL IN THE SHADED AREA ABOVE
* ONLY CODES LISTED BELOW ARE VALID
DECIMAL PLACE SHOULD ONLY BE IN TENTHS
(ONE PLACE ONLY)

BALANCE ADJUSTMENT				TAKEN YEAR-TO-DATE ADJUSTMENTS			
CPA	COMP TIME	SKA	SICK LEAVE	CTT	COMP TIME	SKT	SICK LEAVE
INA	INJURY LEAVE	TAA	TRANSITIONAL	INT	INJURY LEAVE	TAT	TRANSITIONAL
SIA	SLCIP	VCA	VACATION	SIT	SLCIP	VCT	VACATION

PREPARER'S SIGNATURE / PHONE NO.

APPROVED BY SUPERVISOR/PHONE NO.

DESCRIPTION: _____