

**INDIANA UNIVERSITY  
ADJUSTMENT VOUCHER  
INSTRUCTIONS**

**IMPORTANT:** Only one employee per Adjustment Voucher.

Doc. No. = the electronic e-doc number the adjustment voucher corresponds with.

Fill out the Chart-Dept and Voucher Code then enter the employee's name and emplid number.

Last Day Worked (LDW) is for terminations. Enter last day employee was at work.

Under Adjustment Actions: Check which request you are making:

Pay Adjustment – for hours not paid.

Termination – for all terminations (Biweekly and Monthly) please include last payment hours/salary plus terminal pay.

Attendance Adjustment – for adjustments between benefit and/or regular pay. If you need to correct account, earn types or object codes, please process a salary transfer document in FIS.

Next Available On-Cycle (Regular) Payroll – use this to indicate the adjustment can wait until the next regular pay period cycle.

Next Available Off Cycle Payroll – is for any special check request that does not fit the criteria for On-Line requests. The Direct Deposits/checks will be processed and available within two business days (usually Tuesday).

On-Line Request – Please see Policy IV-250 On-Cycle Payroll Payments. This requires previous approval.

All Direct Deposits will be posted within two business days (usually Tuesday). On-Line is an actual check and will be available for employee pick up also within two business days.

Enter the employee's Record Number, Pay Group, if biweekly indicate Week 1 or 2, the begin and end dates, sequence number, the account and sub-account (if any), the hours, plus or minus, hourly rate and the period amount.

For Terminating employees please indicate the Last Day Employee Worked.

Please provide an explanation for the request. In case of questions, please indicate who prepared the adjustment voucher and the phone number.

Please have authorized person sign and provide their Title.

Send original signed adjustment voucher to the Campus Payroll Office: UN 442.

**FAX COPIES ARE NOT ACCEPTABLE.**