

## Online Leave and Pay Adjustment Procedure

***NOTE: This procedure is only used when the retroactive adjustment is more than one pay period. Otherwise, key one pay period's retroactive adjustment in Banner.***

**\*\*\* If you have any questions about the online form or about a policy or procedure, call Leave Administration or Payroll Services before submitting an adjustment! \*\*\***  
Leave: 7-1770. Payroll: 8-0740

Go to the website: <https://www.pubapps.vcu.edu/hr/arf/default.asp>

Click on either "Leave Adjustment Form" to begin a leave amendment or "Pay Adjustment Form" to begin a pay adjustment.

Type in your eID and password. Click Login.

Fields with a red asterisk (\*) are required. The form will not allow you to submit if any required field is blank; you will be prompted to complete each required field before submission is allowed.

The form defaults to the most recent pay period completed. Select the pay period you want to adjust by clicking the arrow(s) next to the pay period shown. Click the left arrow for earlier pay periods or the right arrow for later pay periods.

Complete the employee fields.

The form has two calendar sections: what was originally reported and what should have been reported. Both sections must be completed in order to submit the amendment and to facilitate audits and processing. Using the pick list, complete the first calendar section with the earn/leave code and type in the hours that were originally reported. Fill in the second calendar section with the amended leave taken or hours worked. Check the summary totals under each calendar portion to make sure your data entry is correct.

Click one of the reasons for adjustment and choose an explanation that best describes the situation from the pick list. \*NOTE: The "Other Reason for Adjustment" option is only for very rare situations not covered by the pick-list reasons. Call if you have questions about choosing a reason and/or explanation.

Read the compliance statement and click the check box.

When the form is complete and accurate, click "Submit and Print." A pop-up box will ask if you want to print for your records. Click "OK." **\*\*You cannot go back to this page later, so print now!**

A summary page will appear notifying you that an email has been sent to Leave Administration or Payroll Services. You're finished! Click "Logout" or "Enter Another Form" to start another amendment.