



**PAYROLL FINAL PAY  
PAYROLL TIME REPORTING  
ADJUSTMENT WORKSHEET  
SEPARATION (AB2410) SUPPLEMENT PAYMENT**

DEPARTMENT
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**Do not use shaded areas.**

TO BE USED FOR PRIOR PERIOD ADJUSTMENTS WITH FINAL PAY

**IF YOU HAVE CHECKED THE FIRST "YES" IN BOX 3 ON SEPARATION (AB2410) PAYMENT FORM, COMPLETE THIS  
SUPPLEMENTAL FORM FOR PRIOR PERIOD ADJUSTMENTS**

LATE PAY / LEAVE (to report prior period time)

EMPLOYEE NAME EMPLOYEE ID NO.	TRANS CODE	PAY PERIOD END DATE MM DD YY	PAY CYCLE TYPE	ACCT DIST NO	TITLE CODE	LOC	ACCOUNT	COST CENTER	FUND	PROJECT CODE	SUB	RATE AMOUNT	A H
1-9	10-11	12-17	18	19-20	22-25	26	27 32	93 96	33 37	97 102	38	46 52	53
	<b>LX</b>		<b>M</b>										

REGULAR TIME			OVERTIME OR LEAVE TIME				
DESC SERV	TOTAL REGULAR TIME ON PAY STATUS	H %	DESC SERV	TIME IN HOURS	DESC SERV	TIME IN HOURS	W S P
54-56	57-61	62	63-65	66 70	63 65	66 70	79
		+					+

REDUCTION IN PAY/LEAVE (to reduce prior period time; amount and/or time values are treated as negative entries)

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		+					+

FAX completed and approved form, along with  
Separation (AB2410) Payment Form, to Payroll (9-3702)

CERTIFICATION	DATE
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APPROVED BY:	DATE
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