



2018 PAYROLL DEFICIT HOURS RECONCILIATION FORM

Last Name	First Name	Employee ID	Empl Rec

Department Name	Unit Number

Payroll Services is required to reconcile all employees' deficit hours at least once each calendar year in December. If an employee has deficit hours, the employee may use the leave balances, such as vacation, compensatory time off (CTO), additional day off (ADO), holiday credit, Personal Holiday, be docked for deficits incurred only in the current pay period or if no leave credits are available, or the University may establish an Accounts Receivable for prior pay period deficits if the leave credits are not available to offset the deficit.

This form must be completed and submitted to Payroll Services as soon as possible but no later than **December 15** to reconcile your December 31, 2018 total outstanding deficit hour balance of _____ hours.

Please indicate the leave credits to be charged to clear the outstanding deficit balance:

Leave Benefits/Dock	Number of hours
Vacation	
Compensatory Time Off (CTO)	
Holiday Credit	
ADO (units only - based on the number of regular scheduled work hours)	
Personal Holiday (units only - based on the number of regular scheduled work hours)	
Dock (no pay)	

Employee Signature	Date