



REQU FRO

INSTRUCTIONS: Complete
to HR Employee Support/
Principal. Leave form mu
returned.

Limit: The e

Employee Name: _____

School Location: _____

DATES FOR ADJUSTMEN

Reason/Explanation:

☐ Employee was a
Service portal) a
form to HR Emp

☐ Employee enter
HR approval not
supervisor.

Approved by Principal:

To be completed by HR:

_____ HR approves the
Sub report review, pend
the employee's next reg
will not be issued.

_____ HR denies the adj

SIGNED: _____ HR Empl
