

|                                  | 17 | HR USE ONLY                                                                            |
|----------------------------------|----|----------------------------------------------------------------------------------------|
| Retroactive Pay Adjustment       | 17 |                                                                                        |
| Current Misc Wage Adjustment     | 26 | Associate paid the correct hours but wrong rate; Security detail; Transportation wages |
| Misc Service Charge Distribution | 28 | RmSv service charge; Group gratuities                                                  |
| Jury Duty                        | 31 | Associate must provide a certificate from the court                                    |
| Bereavement                      | 32 | Up to three days off                                                                   |
| Overtime Premium Pay Adjustment  | 40 | Calculated by Payroll                                                                  |
| Regular Pay Adjustment (Prev Wk) | 41 | To add hours missed or hours worked in another department ( must enter hours and \$)   |
| Misc Cash Award                  | 45 | Cash awards; FD upgrades; Incentive payments                                           |