Ensure the most current form is submitted. Refer to EMACS Forms/Procedures website.

PAYROLL ADJUSTMENTS
BASE RATE OF PAY CHANGE
(For Use Prior to 1999 Only)

☐ Active ☐ Terminated Term Eff. Date: _____

Must print in Black or Blue ink ONLY

☐ Step ☐ Promotion ☐ Demotion

Employee ID	Rcd No.	Last Name, First Name	Department Name	Department ID	For Pay Period(s)

NOTE: PAYROLL ADJUSTMENT APPROVAL MUST BE ATTACHED

week	From Paycheck Data		Paid @ BRP	New BRP	Difference	Pay Period	
	Legacy Codes	Units				Begin	End

EMACS-Payroll Use Only	
RGR $	REC $

NOTE: ALL ADJUSTED DATES WILL APPEAR AS 12/18/98 – 12/31/98

Payroll Specialist Name (Print & Sign)	Telephone	Date

Appointing Authority or Designee	Date

Office Use Only

Coded By (Employee ID)	Supv. Review By (Employee ID)	Keyed By (Employee ID)	Date	Pay Period	Reviewed By (Employee ID)

DISTRIBUTION: Original – EMACS-Payroll (0330)

Ensure the most current form is submitted. Refer to EMACS Forms/Procedures website.

PAYROLL ADJUSTMENTS
BASE RATE OF PAY CHANGE
CONTINUATION

Must print in Black or Blue ink ONLY

Employee ID	Rcd No.	Last Name, First Name	For Pay Period(s)

NOTE: PAYROLL ADJUSTMENT APPROVAL MUST BE ATTACHED

week	From Paycheck Data		Paid @ BRP	New BRP	Difference	Pay Period		EMACS-Payroll Use Only	
	Legacy Codes	Units				Begin	End	RGR $	REC $

Page ____ of ____