

U.S. Postal Service
PSDS Hours Adjustment Record

Employee	Name (Last, First, Middle Initial)				Social Security No.				D/A	Level	Pay Loc	Week 1 or 2	PP-Yr
	Employee Claim (State claim briefly, i.e. missing 8 hours pay)				Employee Signature								
				Date									

Hours Shown on Pay Period Time Certification List														
Work+	OT-	P/OT	ND	AL+	SL+	WOP+	H/LV+	HW-	SUN	GT	GOT	OOS	TVL	

Remarks

Hours Certified by Supervisor, Leave Entries Certified by Timekeeper, or Adjustments Certified by PSD Tech.														
Wk _____	Work+	OT-	P/OT-	ND	AL+	SL+	SUN	H/LV						
01/08 Sat														
02/09 Sun														
03/10 Mon														
04/11 Tue														
05/12 Wed														
06/13 Thu											...			
07/14 Fri														
Week Totals														

Explanation (Cause or reason for adjustment - system failure, local post office problem, etc. or no adjustment necessary.)

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Comment

 (Supervisor) (Date)

Hours Properly Supported by Clock Ring History Records														
Wk _____	Work+	OT-	P/OT-	ND	AL+	SL+	SUN	H/LV						
01/08 Sat														
02/09 Sun														
03/10 Mon														
04/11 Tue														
05/12 Wed														
06/13 Thu														
07/14 Fri														
Week Totals														

Adjustment Certified to PDC or No Adjustment Necessary

 (Adjustment Clerk) (Date)