



Request to Temporarily Alter Salaried Employee Pay

(official leave not required or not available)

Reset Form

Please complete the following and return to Payroll Services via fax (205-975-4739) or scan email (payhelp1@uab.edu). Following receipt of the form, Payroll Services will email the total reduction amount and pay date information to the requestor.

Employee:

Name: Employee ID #: Assignment #:
 Organization: Job Title:

Requestor:

Name: Email Address: Phone #:
 Organization: Job Title:

Lack of benefit time due to:

- Probation Period Exhaustion of Leave
 Other (please explain)

Reduce pay for the following date (s):

From: To: From: To:
 From: To: From: To:
 Total Days Requested: The employee has been notified of this action.

Employee Supervisor

Date

Department Head/Administrator

Date

To be completed by Payroll Services

Total Reduction Amount \$: Pay Date:

All pay reductions are forwarded to UAB HR Employee Relations