

PAY ADJUSTMENT REQUEST

DO NOT SUBMIT TO SCO -- SEE PPM SECTION K

STD 683 (REV. 10/2019)

VALID PAYMENT TYPES:

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|----------------------------|-----------------------------|
| 0 - REGULAR (INTERMITTENT) | Y - OUT OF STATE |
| 1 - OVERTIME | L - STUDENT ASSISTANT (CSU) |
| 2 - SHIFT DIFFERENTIAL | L - TRAINEE (CSU) |
| | L - YOUTH SUMMER AID (CSU) |

(1) AGENCY	(2) UNIT	PAY PERIOD			(6) BATCH ID	
		(3) TYPE	(4) MONTH	(5) YEAR	(7) DATE KEYED	(8) INITIALS

PAYMENT PER WARRANT REGISTER						PAYMENT SHOULD BE			
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(9) SOCIAL SECURITY NUMBER		(10) INITIALS	(11) LAST NAME	(12) CLASS	(13) SERIAL		(14) REMARKS			
(15) SALARY RATE	(16) DAYS	(17) HOURS	(18) TB FRACTION	(19) PT	(20) SD	(21) RC	(22) SALARY RATE	(23) DAYS	(24) HOURS	(25) TB FRACTION

(9) SOCIAL SECURITY NUMBER		(10) INITIALS	(11) LAST NAME	(12) CLASS	(13) SERIAL		(14) REMARKS			
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(15) SALARY RATE	(16) DAYS	(17) HOURS	(18) TB FRACTION	(19) PT	(20) SD	(21) RC	(22) SALARY RATE	(23) DAYS	(24) HOURS	(25) TB FRACTION

ADDITIONAL COMMENTS	PT - PAYMENT TYPE SD - SHIFT DIFFERENTIAL RC - ROLL CODE	(26) TOTAL SALARY RATE	(27) TOTAL DAYS	(28) TOTAL HOURS	

I HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT ATTENDANCE AND PAYROLL DATA STATED HEREIN IS CORRECT, COMPLETE, AND IN ACCORDANCE WITH ALL LAWS AND REGULATIONS	(29) BATCH TOTALS - COMBINE TOTALS FROM "PAYMENT SHOULD BE" COLUMNS ON ALL PAGES AND ENTER ON BATCH ENTRY SCREEN.
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SIGNATURE	DATE	TOTAL SALARY RATES	TOTAL DAYS	TOTAL HOURS	TOTAL EMPLOYEES
					