

# Heavenly SRS

## Pay Adjustment Request \*



Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Date of Adjustment	Location	Requested Change (include times)

Please Select One: ☐ Combine with next paycheck ☐ Create off-cycle check

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*Once the adjustment has been approved and entered you can see the results online at [instructor.snow.com](http://instructor.snow.com)

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