### Single Employee Multiple Payrolls - Adjustment Form

#### ADJ 0001

<table>
<thead>
<tr>
<th>Column Descriptions for Both Adjustment Forms</th>
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</table>

#### Adjustment Information

- **Member SSN:**
- **Name:**
- **Employer Location Code:** P0076
- **Employer Location Name:** Town of Lincoln

<table>
<thead>
<tr>
<th>Payroll Identifier</th>
<th>Submission type</th>
<th>Comp</th>
<th>EES</th>
<th>Hours</th>
<th>Days</th>
<th>Pay Rate Code</th>
<th>Rate of Pay</th>
<th>POS</th>
<th>PSC</th>
<th>Plan Class/Plan Code</th>
<th>RSN/Rate Category</th>
<th>Payback/SCP</th>
<th>FTE Days</th>
<th>FTE Hrs</th>
<th>Wks/ Yrs</th>
<th>FTE Contract</th>
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#### Payroll Information

- **Payroll to be fixed:** 1/1/2017

#### Employee Information

- **Eligible earnings (comp) just this month**
- **Employee contributions on Comp**

#### Rate of Pay Information

- **If paid hourly - how many hours did they get paid for?**
- **If paid daily - how many days did they get paid for?**

#### Position Code

- **Personnel Status Code:**
  - 11=full-time etc.
  - 11000 - 110AC
- **Plan code:**
  - 3102CN
  - etc. see manual

#### Rate Schedule Number

- **Plan code:**
  - 11000 - 110AC
  - 3102CN etc. see manual

#### Service Credit Purchase

- **Agreement w/MEPERS to buy back previous service or military etc. amt. deducted for pymt plan**
- **If paid Daily: how many days a week is Full Time:** see manual
- **If paid Hourly: how many hours a week is Full Time:** see manual

#### Full Time Expected if position were full time, based on paid Contract or Salary: see manual