

# Request to Reduce Pay

**Email subject line should include Employees's Banner ID, Name (Last, First)**

Use this form to request a reduction of salaried pay for an employee who has been absent or plans to be absent from work and has no accumulated leave to offset their absence. This request should be completed by Leavekeeper or Manager for employees who must have their pay reduced because they have insufficient leave time to cover the absence Example: Employees without sufficient leave for University Winter Break .

This request does NOT substitute for the Official Leave of Absence (LOA) Form which should be used to temporarily remove an employee from an active pay status due to a Leave of Absence or other Administrative action (i.e. disciplinary).

**Instructions:**

- When unpaid days cross over more than one pay period; report each pay period on a separate request form.
- Banner ID, Name (Last, First) to the end of the subject line
- All time must be reported as decimal hours. Example: 6 hours 20 minutes would be reported as 6.33. The time conversion chart can be found at [http://www.ecu.edu/cs-admin/financial\\_serv/customcf/time\\_conversion\\_chart.pdf](http://www.ecu.edu/cs-admin/financial_serv/customcf/time_conversion_chart.pdf).
- Properly record these days or partial days on timesheet and/or leave record as unpaid leave and KRONOS users will record Unpaid Approved Leave.
- ENSURE EMPLOYEE IS AWARE OF PAYROLL REDUCTION AND TIMING OF DEDUCTION. Provide a copy of this request to the employee (by email or hard copy).

KRONOS Employee

Employee Name:

Banner ID:

Employee Department

Request for Pay Period

Date	<input type="text"/>	# Hours leave without Pay
Date	<input type="text"/>	# Hours leave without Pay
Date	<input type="text"/>	# Hours leave without Pay
Date	<input type="text"/>	# Hours leave without Pay
Date	<input type="text"/>	# Hours leave without Pay
Date	<input type="text"/>	# Hours leave without Pay
Date	<input type="text"/>	# Hours leave without Pay

Total Hours :

Deductions will be taken from next available pay period. Exceptions may be requested in the comment section below and will require payroll approval. If request is approved, Payroll will notify department leave keeper and employee via email .

Comments:

Leave Keeper Name

Leave Keeper Telephone Number

Supervisor Name