THE NEW YORK CITY DEPARTMENT OF EDUCATION
DIVISION OF FINANCIAL OPERATIONS
BUREAU OF PEDAGOGIC/SCHOOL-BASED PAYROLL
65 Court Street – 14th Floor, Brooklyn, New York 11201

NOTICE OF SALARY ADJUSTMENT

NAME:		FILE NUMBER:		S.S.# :		DATE:	
TITLE:		DISTRICT/SCHOOL:		PREPARED BY:		CONTACT#:	

PERIOD COVERED			PAYMENT RECEIVED				ENTITLEMENT						
FROM: MM DD YYYY	TO: MM DD YYYY	TOTAL DAYS	SALARY CODE	SABB. ADJ.	ANNUAL SALARY or GROSS AMT	GROSS REC'D	SALARY CODE	SABB. ADJ.	ANNUAL SALARY or GROSS AMT	GROSS ENTITLEMENT	DIFFERENCE (+ or -)	REASON CODE	NOTES:

TOTAL AMOUNT FROM INACTIVE AND TIMEKEEPING ADJUSTMENT PAGE - SEE ATTACHED PAGE FOR DETAILS (+ or -):	
TOTAL AMOUNT FROM LEAVE ADJUSTMENT PAGE - SEE ATTACHED PAGE FOR DETAILS (+ or -):	

CHECK DATE:		SUPP# :		TOTAL AMOUNT OF SALARY ADJUSTMENT (+ OR -) :	