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-----HR Office Use-----

\_\_\_\_\_ approved date      1<sup>st</sup> pay: \_\_\_ PEALEAV entry \_\_\_ PHAHOUR entry/review \_\_\_ zero-out PEALEAV  
2<sup>nd</sup> pay: \_\_\_ PEALEAV entry \_\_\_ PHAHOUR entry/review \_\_\_ zero-out PEALEAV