



Rural Pay or Leave Adjustment Request for PS Form 1314

Date _____

WK	Actual Weekly Hours	Name of Assigned Carrier						Daily Overtime	Training Hours	Employee Identification Number			Des. Second Trip	Route No. Route Dev.	GT Vehicle	FLSA Miles Omitted	Year	PP Xmas Assist Work Hours
		Days Assigned Carrier Absent								COP Hours	Limited Duty Hours	Relief Hours						
	Hours	100s	Sat	Mon.	Tues.	Wed.	Thurs.	Fri.										
1	Hours	100s																
2	Hours	100s																

Des/Act	Name of Relief Carrier	Employee Identification Number	Week 1 Information						Week 2 Information									
			Actual Weekly Hours	Tr.	NO EM	EM	Second Trip	Whole Miles Dev.	Omit	Actual Weekly Hours	Tr.	NO EM	EM	Second Trip	Whole Miles Dev.	Omit		
			Hours	100s														
			Hours	100s														
			Hours	100s														
			Hours	100s														
			Hours	100s														
			Hours	100s														
			Hours	100s														
			Hours	100s														
			Hours	100s														

Remarks (Required)

Issuing Office Mailing Address	Employee's Signature and Date _____ Authorizer's Printed Name _____ Authorizer's Telephone Number (Include area code) _____
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Processed (PP/Year)	Adj./Reason Code	Processed By	Authorizer's Signature and Date
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Emergency Salary Advance Authorization and Receipt – AIC 554 Only <i>(Salary Check Substantially Less Than Net Amount Due – Excludes EMA)</i>						
Name	Employee Identification Number	DES	PP	Yr	Amount of Advance for PP	

I hereby certify that I have received a salary advance of the stated amount. I authorize the USPS® to recover this amount upon receipt of the missing check or in the calculation of the salary check that reflects the appropriate adjustment, or subsequent salary checks, as required, to satisfy this debt.

Employee Signature and Date	Issuing Unit Number (10-digits) _____
Date of Issue	

Privacy Act Statement: Your information will be used to administer your compensation and payroll request. Collection is authorized by 39 U.S.C. 401, 409, 410, 1001, 1003, 1004, 1005, 1206, and 29 U.S.C. 2601 et seq. Providing the information is voluntary, but if not provided, we may be unable to process your request. We may disclose your information as follows: in relevant legal proceedings; to law enforcement when the U.S. Postal Service (*USPS*) or requesting agency becomes aware of a violation of law; to a congressional office at your request; to entities or individuals under contract with USPS; to entities authorized to perform audits; to labor organizations as required by law; to federal, state, local or foreign government agencies regarding personnel matters; to the Equal Employment Opportunity Commission; to the Merit Systems Protection Board or Office of Special Counsel.
