CALHR
CALIFORNIA DEPARTMENT OF HUMAN RESOURCES

Print Form

Reset Form

Leave Activity and Correction Certification

California Department of Human Resources
State of California

File completed document with STD 672 for the below period.

Department Information

Department	Agency Code	Unit Number

Pay Period (Month/Year)	Number of Errors Found

Annual Leave and Sick Leave Report Errors

Employee Name	Leave Benefit	Date Posted	Accrual Amount Posted in Error	Correct Accrual Amount	Date Corrected

Leave Balance Audit Errors Found (Leave type and/or Number of hours keyed)

Employee Name	Leave Credit Type	Number of Hours Keyed In Error	Correct Leave Type	Correct Number of Hours	Date Corrected

Signatures

I certified that I have reviewed all leave keyed and have documented all errors to be corrected.

Reviewer Signature	Print Name	Date

I certified that I have reviewed and corrected the errors as shown above.

Personnel Specialist Signature	Print Name	Date