

State of Alabama Unified Judicial System PERS-53 Rev. 05/07	<h1>INTERIM PAYROLL REPORT</h1>		Date of Call:
CHANGE REPORTED BY:		REPORT PREPARED BY:	
POSITION NUMBER:	NAME: (LAST, FIRST, mi.)	SSAN:	
CHECK TYPE OF ACTION REPORTED: <p>Absence or interruption in service during which the employee is not in pay status such as leave without pay (LWOP) , suspension, etc.</p> <p>Separation from service</p> <p>Action Code #</p> <p>Pay Rate</p> <p>Job Code</p>			
EFFECTIVE DATE:	EFFECTIVE HOUR:	HOURS IN PAY STATUS DURING CURRENT PAY PERIOD:	
NOTES: <ol style="list-style-type: none"> 1. For an absence or interruption in service (i.e., LWOP), the effective date is the first day any part of which the employee is not in pay status. 2. For separations of any kind the effective date is the last day the employee is in pay status. 			
INSTRUCTIONS: The person receiving the call should remind the caller that the telephone report must be confirmed by the appropriate Personnel Action (Form PERS-26A or PERS-26B), and the original (white) copy will be held in suspense in the Personnel Division until the required Personnel Action form is received.			
ADDITIONAL COMMENTS: <p>COBRA notice mailed DATE _____ RSA-7 form mailed DATE _____</p> <p>Time and Attendance Report requested DATE _____</p>			