



Please type or print clearly
in blue or black ink

Employer Location Code

□ □ □ □ □

Received Date

[Empty box for Received Date]

Adjustment Report Label

RS 2050-A
(Rev. 01/19)

PLEASE COMPLETE THE FOLLOWING:

EMPLOYER NAME: _____

TODAY'S DATE: _____
(MM/DD/YY)

PLEASE DO NOT WRITE IN BOX BELOW

BEFORE YOU MAIL:

- Totals on this label should only reflect amounts on the attached RS 2050's.
- Are all negative entries on RS 2050 enclosed in parenthesis?
- Are positive and negative entries shown in separate lines?

REPORT SEQUENCE #

STANDARD BATCH JOB: DDADJUST

BATCH NAME: DD _____

EXAMINER: _____ **DATE:** _____

REVIEWER: _____ **DATE:** _____

| | |
|---|-------|
| Total Days Adj. | _____ |
| Total Days Should Be | _____ |
| Total Salary Adj. | _____ |
| Total Salary Should Be | _____ |
| Number of Pages in This Report (Not including this label) | _____ |

INSTRUCTIONS FOR COMPLETING ADJUSTMENT REPORT LABEL (RS 2050-A)

- Enter the proper name of the public employer in the space provided.
- Enter your 5 digit employer location code in the spaces provided above.
- Enter the date the label is completed in the space provided (Today's Date).
- Be sure that each total on RS 2050-A equals the sum of the attached RS 2050 Adjustment Report(s).
- One RS 2050-A label may be used for up to 5 RS 2050 report pages.
- Staple the copy of RS 2050-A to the RS 2050 Adjustment Reports.
- Keep a corresponding copy for your records.
- Mail the complete package to the address shown on the front of RS 2050-A
- If you have any questions for:
 - Location Codes beginning with 0, 1, 2 or 3 call (518) 402-3457
 - Location Codes beginning with 4, 5, or 7 call (518) 473-8340

