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| **PEF CORRECTION SHEET** |
| **Department\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Agency Code \_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **A = Addition** **C = Change** **D = Deletion**  | **Employee ID** | **Name** | **Inc****Code \*** | **LLS** **Amount**  | **Comments** |
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**\*Enter Increment Code 1010 or 2011 for employees eligible for the 5-year payment ($1,250) OR 0510, or 2006 for employees eligible for the 10-year payment (balance due of $2,500)**

**Note: Employees newly eligible for the 10 year payment received the 5 year amount when payment was processed in April based on eligibility in effect on 03/31/2016. If an employee is determined to have been ineligible to receive this payment or should only have received the 5 year amount, OSC must be notified to prevent processing of the balance of the full 10 year amount**