



Non-Exempt Time Change Correction

This form is to be completed by the department in order to have the Payroll Office change or correct an hourly employee's hours once time has been closed out in Time Ware.

Pay Period from _____ to _____

PeopleSoft Empl ID _____ Name: _____

Hours were	___ Regular	___ OVT	Change to	___ Regular	___ OVT
	___ VAC	___ SCK		___ VAC	___ SCK
	___ HOL	___ UH		___ HOL	___ UH
	___ CMP	___ FL		___ CMP	___ FL

If eligible for shift differentials:

___ Evening	___ Night	___ Evening	___ Night
___ Weekend	___ Call	___ Weekend	___ Call

Reason/Justification of Change in Hours: _____

Must include specific dates and times for changes

Attach supporting documentations. (Time Ware Week-to-Date Report, E-mail correspondence, etc.)

Change requested by: _____ Date _____

(Print and sign)

Manager's Approval: _____ Date _____

(Print and sign)

Payroll Use Only

Pay run _____ Pay group _____ Week 1 or 2 _____

Override Entered by _____ Date _____

Management Verification/Approval _____ Date _____



Non-Exempt Time Change/Correction

Procedure

1. The Department Timekeeper or Manager will complete the correction form.
2. The Department Timekeeper will submit the form along with Time Ware report and any other documentation to the Payroll Office.
3. The Payroll Office will verify documentation to correction or change a biweekly employee's time after pay sheets have been created.

The Payroll Assistant will verify information on the correction form.

The Payroll Assistant will enter the correction on the pay line.

A verification/approval is needed from the Payroll Coordinator or Manager.

4. Return Form with attached documentation to the appropriate Payroll Assistant (Exempt or Non- Exempt) to be filed.