



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 TimeWare report and any other documentation to the Payroll Office.
3. The Payroll Office will verify documentation to correct or change a biweekly employee's time after paysheets have been created.
 - 3.1 The Payroll Assistant will verify information on the correction form.
 - 3.2 The Payroll Assistant will enter the corrections on the payline.
 - 3.3 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.