

Payroll Corrections

Check all categories where corrections need to be made. Use one form per Employee correction.

1 Employee's Name:

Mandatory for all corrections

2 Employee's Title Should be:

List if correction necessary

3 Code should be:

_____ . 6 1 _____ . 0 _____ %

List if correction necessary

% of day for this code

_____ . 6 1 _____ . 0 _____ %

List if correction necessary

% of day for this code

_____ . 6 1 _____ . 0 _____ %

List if correction necessary

% of day for this code

_____ . 6 1 _____ . 0 _____ %

List if correction necessary

% of day for this code

Note: Percentage of the day must add up to 100% for each employee

4 Retroactive Date this change
should be made back to:

_____ / _____ /200 _____

5 Name of Person Submitting Form

6 Title of Person Submitting Form

7 Date Form Submitted

_____ / _____ /200 _____