This form should be used to change, add or remove information that was done incorrectly in time entry. This form should be used ONLY after time entry has closed for the payroll cycle and the department preparer is not able to access the on-line time entry screens. This form should **not** be used for leave recording that does not impact pay (ex. Vacation).

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee Name** |       | **Pay Period**  |       |
| **Empl ID/Rcd #** |       /    | **Department ID/Name** |       |
| **Position #** |       | **Bi-weekly Salary** |       |

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| **DATA KEYED IN TIME ENTRY TO DELETE** |
| **Earnings Code** | **Hours**  | **Amount** |
|  |       |       |

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| **DATA NOT ENTERED IN TIME ENTRY TO ADD** |
| **Earnings Code** | **Hours**  | **Amount** |
|  |       |       |

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| **ELECTRONIC TIME SHEET (ETS) CORRECTION** |
| **Earnings Code** | **Hours**  | **Amount** | **ETS not loaded** |
|  |       |       | [ ]  Override  time sheet load |

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| **REASON FOR CORRECTION: ­­­­­­­­­** |

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| **Earnings Codes** |
| **Code** | **Description** | **Code** | **Description** | **Code** | **Description** |
| **ADJ** | Adjustment  | **DSU** | Disciplinary Suspension - Unpaid | **OCP** | On Call - Weekday |
| **ADL** | Additional Pay  | **LWP** | Leave Without Pay | **OCW** | On Call – Weekend/Holiday |
| **REG** | Hourly Pay | **MLU** | Military Leave – Unpaid | **OIC** | Officer in Charge |
| **NAJ** | Negative Adjustment | **S02** | Subpoenaed Witness - Unpaid | **SHF** | Shift |
| **RHT** | Reduced Hours - Termination | **SUU** | Suspension Pending – Unpaid | **SHW** | Shift Weekend |
| **RHF** | Reduced Hours - FTE | **UAU** | Unauthorized Absence - Unpaid | **OTP** | Overtime Pay |

**Preparer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_­­ \_\_\_\_\_\_**

**Print Signature Ext. Date**

**Approver: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_­­\_**

**Print Signature Ext. Date**