



**Instructions:**

Please complete this form for any changes in previously reported hours or codes. Indicate under the day of the week the date for which the correction is being made.

# PAYROLL CORRECTION REPORT

**PAYROLL PERIOD ENDED:** \_\_\_\_\_

EMPLOYEE: _____		SAT ( )	SUN ( )	MON ( )	TUES ( )	WED ( )	THUR ( )	FRI ( )	TOTAL HOURS
ID Number	HOURS:								
<i>Previously Reported</i>	CODE:								X
Depart Name/Number	HOURS:								
<i>Amended</i>	CODE:								X

REASON: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

EMPLOYEE: _____		SAT ( )	SUN ( )	MON ( )	TUES ( )	WED ( )	THUR ( )	FRI ( )	TOTAL HOURS
ID Number	HOURS:								
<i>Previously Reported</i>	CODE:								X
Depart Name/Number	HOURS:								
<i>Amended</i>	CODE:								X

REASON: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

EMPLOYEE: _____		SAT ( )	SUN ( )	MON ( )	TUES ( )	WED ( )	THUR ( )	FRI ( )	TOTAL HOURS
ID Number	HOURS:								
<i>Previously Reported</i>	CODE:								X
Depart Name/Number	HOURS:								
<i>Amended</i>	CODE:								X

REASON: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

PREPARED BY: \_\_\_\_\_ DATE: \_\_\_\_\_ DEPT. MANAGER: \_\_\_\_\_