## Campus Services Weekly Payroll Correction Record for Hourly Staff

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month day year,	Ħ	Work Crew:
	Ending on:	Classification:
Corrections Processed on Payroll Week #	Corrections Pro	ID茶 (last 4 only):
	. :	Employee Name:
		TAS

	Finish Time (Circle a.m. or p.m.)	Hours Worked	Payroll:0	Payroll Classifications and Work Orders  d work Order# vacation slok	oms and W	Work Orc	sick Sick	HOI	Holiday / Personal	Other Absence	Additions  Applicable Authorized Mileage Premiums  Use Comments Section	Reason for Corrections  d original Innectand Brown from Check Applicable
	, Jam.		5						Personal	Use o	omments Section	Check Appli
a.m. p.m.	a.m.			i	je:			. ,				
p.m.	p.m.	.A						; ;				
a.m. p.m.	p.m. a.m.							:				
a.m.	a.m.											
Total Hours Adjusted			-					,				1
COMMMents Used For: Bonus Vacation; Winter Recess; Death in Family; New Parent Leave; No Pay; Temp Shift Diff; Weekends; Acting Grew Chief / Foreman; Furniture Moving.	illy; New Parent Le	ave; No Pay; Temp Shif	t Diff; Weekend	s; Acting Grew Ch	ief / Foreman;	Furniture Mo	ving.	-				
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Ejniployee Liftooreëtigs@rginal TimeCard		V.	Work Cre	Work Crew Supervisor	S <b>OF</b> Data Entry Erro				Payro If Correcti	II Offic	Payroll Office Supervisor If Correcting Payroll More than 4 Weeks Past	

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