

Contact Person:	
Phone Number:	
E-mail:	

## Weekly Time & Attendance - Employee Correction Form

(Last)			(First)		(MI)			
Empl Rec #:								
Department ID:								
Correcting	Previously	Reported T	ime  Ti	me Never S	Submitted			
was incorrectly rep	orted for the	e above nar	ned employ	ee for week	cending	/ nth) (Dav	/ ) (Year)	
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	Correcting was incorrectly reports pay week. Please Time Reporting Code  als  ment Head:	Correcting Previously was incorrectly reported for the pay week. Please correct and Code  Time Reporting *Sun  Time Reporting *Sun  Code  Time Reporting Code  *Code  Code  Code  Code  Code  Code  Code	Correcting Previously Reported Tile  was incorrectly reported for the above nar s pay week. Please correct and replace w  Time Reporting Code  *Sun *Mon  als  ment Head:  Comments / Comme	Correcting Previously Reported Time Time was incorrectly reported for the above named employ a pay week. Please correct and replace with the following Code Sun Sun Mon Tues  Time Reporting Sun Mon Tues  Time Reporting Sun Mon Mon Mon Mon Mon Mon Mon Mon Mon Mo	Correcting Previously Reported Time Time Never Savas incorrectly reported for the above named employee for week as pay week. Please correct and replace with the following:    Time Reporting	Department ID:	Department ID:  Correcting Previously Reported Time Time Never Submitted  was incorrectly reported for the above named employee for week ending (Month) (Day)  s pay week. Please correct and replace with the following:  Time Reporting Sun *Mon *Tues *Wed *Thurs *Fri Code *Thurs *Fri Code *Thurs *Fri Code *Thurs *Thur	