



**UMASS** University of Massachusetts

Contact Person: _____
Phone Number: _____
E-mail: _____

### Weekly Time & Attendance – Employee Timesheet

Employee Name: \_\_\_\_\_  
(Last) (First) (MI)

Employee ID: \_\_\_\_\_ Empl Rec #: \_\_\_\_\_

Department: \_\_\_\_\_ Department ID: \_\_\_\_\_

Correcting Previously Reported Time     Time Never Submitted

The following data was incorrectly reported for the above named employee for week ending \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(Month) (Day) (Year)

which is a **previous** pay week. Please correct and replace with the following:

Account #	Time Reporting Code	*Sun	*Mon	*Tues	*Wed	*Thurs	*Fri	*Sat

\* Report hours in decimals

Signature of Department Head: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Comments / Central Use
Type of Adjustment: _____ Process Pay Period End Date: _____