

Web Time Entry Adjustment Form

This form is to be used by an employee or supervisor, in the event that hours may have not been recorded on an employee's time sheet. This would only be if a timesheet has already been processed, and paid. The web time adjustment form must be signed by the employee and supervisor and all information must be completed before the adjustment will be processed. Time recorded on this form must be in intervals of 15 minutes (10:00, 10:15, 10:30, 10:45). Please see the payroll schedule for submission deadlines. PRINT LEGIBLY.

Last _____ First _____ Id # _____

Department _____ Position # _____

Supervisor _____

Job Title _____ Fund _____ Org. _____

	Date	Time In	Time Out	Hours Worked
Sunday				
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				

Total Hours:

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____