## Time Entry Correction (Missed Hours) Form

Employee Name:	Department:
Total Hours Missed:	
Dates and Explanation:	
<u>Disclaimer and Signatures</u>	
	ng this document, I am verifying that the dates and hours form will supplement and/or replace the official payroll record
Employee:	Date:
Department Head:	Date:
Auditor Office:	Date:

**Instructions for Employees**: After you have completed the form, submit it to your department head for approval, who will send it to the Auditor Office. Please note that forms received after the friday prior to payday may not be reviewed and processed in time to be paid within the pay period and will be processed on the following payroll.