# TIME SHEET CORRECTION FORM

## PURPOSE

This form is used to correct any misinformation previously entered into the payroll system for any employee.

- It provides corrections to time recording for week one of the current pay period for all categories of time and leave reported on the TIME AND ATTENDANCE SHEET FOR HOURLY EMPLOYEES.
- It provides corrections to previous pay periods for hourly and salaried employees, including family/medical leave recording.
- It provides appropriate certifications for sponsored programs accounting.
- It pays employee for holiday not taken during current pay period.
- It corrects month to date and year-to-date accumulations in the system for specific types of hours worked and pay received for accounting and tax purposes.

## IMPORTANT POINTS

- Corrections to Week One of the current pay period must be sent with the Week Two Time and Attendance Sheets.

## TO COMPLETE THE TIME SHEET CORRECTION FORM

### SECTION I -- DEPARTMENT INFORMATION

Enter
- Department number
- Department name

### SECTION II -- CORRECTIONS TO WEEK ONE TIME SHEETS FOR HOURLY EMPLOYEES FOR THE CURRENT PAY PERIOD

Enter
- Ending date of Week One of the current pay period
- Employee's name (last name first)
- Georgetown ID number (GUID)

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- All information "as reported" and as it "should be" for each hourly employee for whom incorrect information was submitted:

- On the "Reported As" line, enter the information exactly as it was submitted on the Week One time sheet. **ALL information must be entered, regardless of whether the content in the box has changed or not.**

- On the "Should Be" line, enter the information as it should have been reported for Week One.

## SECTION III -- FAMILY/MEDICAL LEAVE

Enter information assigning time away from work related to Family/Medical Leave to the appropriate column(s). The same hours should be recorded under as many categories of FMLA as are applicable.

## SECTION IV -- WEEK ONE OVERRIDE

Enter all information "Reported As" and as it "Should Be" for each hourly employee for whom incorrect information was submitted:

- Employee's name (last name first)

- Georgetown ID Number (GUID)

- "Reported As:" Enter ALL the information exactly as it was submitted on Week One time sheet. **ALL information must be entered, regardless of whether that box is changing or not.**

- "Should Be:" Enter the information as it should have been reported for Week One.

## SECTION V -- CORRECTIONS TO PREVIOUS PAY PERIODS FOR HOURLY AND SALARIED EMPLOYEES AND PAYMENT FOR HOLIDAY NOT TAKEN IN THE CURRENT PAY PERIOD

This Section is used:
- To correct hours reported for any week in any previous pay period.
- To adjust leave balances for salaried employees.

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- To pay employee for holiday hours not taken.

Enter
- Name of employee (last name first) whose leave hours and/or pay are to be adjusted.
- Employee's Georgetown ID Number.
- Only the information which is to be changed:

Cat:              Indicate the correct type of hours. Each different type of hour used should be recorded on a separate line with the appropriate category indicated. (For hourly-paid employees only)

Category:              Section V of Time Sheet Correction

**D**= Weekday Day (Compassion, Jury Duty, Administrative Leave)
**N**= Weekday Night, differential only
**B**= Weekend Day, differential only
**L**= Weekend Night, differential only
**H**= Holiday Taken
**J**= Holiday Worked
**K**= Scheduled Leave
**T**= Unscheduled Leave
**S**= Sick
**M**= Meal Allowance
**C**= Call Pay
**V**= Vacation
**P**= Percent
**O**= Overtime

Hours:              Indicate correct number of hours being added or subtracted.

Rate:              Rate of pay, if different from regular rate. When paying overtime at a different rate of pay, enter the hourly rate and the system will calculate the overtime rate of pay.

Cost Center:              Cost Center number to charge if different from normal distribution. [This includes the 2-letter fund designation code and the 7-digit cost center number; e.g., GS4000-000.]

Dock Pay:   **For hourly employees**: If pay is to be adjusted you would write "H"

**For salaried employees**: To adjust hours recorded incorrectly, write "S" Adjustments of hours for salaried employees always require a 2-line entry -- the first to dock (unpaid) the incorrectly recorded hours; the second to charge those hours to the appropriate category. If making adjustment to a monthly salaried employee, you must include an hourly rate of pay. The calculation for the hourly rate is:

Monthly salary / 21.67 = daily rate
Daily salary / 8 = hourly rate

Family Leave:   Fill in Section V assigning time away from work related to Family/Medical Leave to the appropriate column(s). Hours may be recorded in more than one column.

Week Ending:   Date to which these changes correspond. If the changes you are making for an employee require changes to more than one week, please enter each week's changes on a separate line.

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**Paying for Holiday Hours not Taken**

Employees who work the holiday are also eligible to have payment for the holiday taken hours included with the current check in lieu of time off. You must process a TIME SHEET CORRECTION form to a previous pay period for the eight hours of "Holiday Taken" due. If these hours WERE put on this week's time sheet, it would generate overtime pay.

| EMPLOYEE NAME (L,F,M) | GUID | CAT | HOURS | RATE | COST CENTER | FUNC | DOCK PAY |
|---|---|---|---|---|---|---|---|
| **Doe, Jayne** | **00000000** | **H** | **8** | | **GX0000000** | **L** | |

## SECTION VI -- COMMENTS
Provide a brief explanation for the requested action(s).

## SECTION VII -- APPROVAL SIGNATURES

Authorized Signature
Telephone
Date