

TIMESHEET CORRECTION REQUEST

CLEAR FORM

This form should only be used when the original time sheet cannot be changed due to employee or job termination. It should also be used when a retroactive job is created, and Workday does not generate a timesheet.

All other time must be recorded on the Workday timesheet.

Instructions:

- 1. Complete all applicable fields including signatures. Enter only one pay period per form.
- 2. Attach form(s) to Workday Payroll Input request.

EMPLOYEE INFORMATION PAY PERIOD INFORMATION

Name

UID

Department

Position

Pay Period Start Date

Pay Period End Date

TIME ENTRY DATA

WEEK 1						WEEK 2				
DATE	IN	OUT	HOURS	OTHER		DATE	IN	OUT	HOURS	OTHER

Notes:

APPROVALS

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____