TIMESHEET CORRECTION REQUEST

This timesheet should be used for any time submissions and/or corrections that are required <u>prior to</u> **November 3, 2024**. All other time should be recorded in Workday.

Instructions:
1. Complete all applicable fields including signatures
2. Upload the timesheet
3. Pay impacting time changes require a *Workday Create Request: Pay Input to generate pay for the worker*

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: _____