

PAYROLL ON-LINE TIMECARD ADJUSTMENTS

Building _____ Date _____

Name of employee being corrected _____

Social Security Number _____

Month/Year being corrected _____

Reversing entry:

Account # _____ Rate _____ Hours _____

Account # _____ Rate _____ Hours _____

Account # _____ Rate _____ Hours _____

Account # _____ Rate _____ Hours _____

Correct Entry

Account # _____ Rate _____ Hours _____

Account # _____ Rate _____ Hours _____

Account # _____ Rate _____ Hours _____

Account # _____ Rate _____ Hours _____

Explanation: _____

Form completed by: _____

Attach:

Copy of on-line calendar

Copy of on-line summary

Return to payroll within 5 working days of on-line timecard submission

Copies of this form available on the Web at: <http://www2.corvallis.k12.or.us/payroll>

