



Payroll Correction Form

The Payroll Correction Form (PrCF) should be used to correct a previously submitted timesheet. The PrCF should be submitted to the payroll department fully executed, error free, and in a timely manner.

Employee Name _____

Employee # _____

Date of Paycheck Being Corrected: _____

ORIGINAL TIMESHEET ENTRIES			TIMESHEET ENTRIES SHOULD HAVE BEEN		
Date	Type Code & Description	# of Hours	Date	Type Code & Description	# of Hours

Additional Comments:

Employee's Signature: _____

Date: _____

Manager's Signature (required): _____

Date: _____

Manager's Name Printed: _____

Phone #: _____

 *****Payroll Department Use Only*****

Entered By: _____

Pay Date of Payroll Correction: _____

Date: _____