# MyTime Payroll Adjustment Request Form

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This form is used to request an adjustment to an employee's timecard for a pay period that has been Signed Off (finalized) by Payroll. Changes to a Signed Off pay period require Payroll to perform a manual edit to the employee's historical record. The supervisor must provide sufficient documentation to support the manual change, listing specific dates and times to be corrected, and provide an explanation of why the errors to the employee's time card were not corrected prior to the Approval deadline. **The employee and their supervisor must manually sign this form**. Please submit the completed form directly to the Payroll Office.  


Employee’s Name: 

Employee’s Position 

Employee's Department: 

Supervisor's Name: 

Dept Payroll FOAP:  Employee's Hourly Rate    
 (Wage and Student Only)  
   


Pay Period Dates:   
Change Requested - For correction of punched/worked time, please **specify exact date and time** to be entered on the timecard. 

Explain why error was not identified prior to timecard approval.







As employee, I certify that the adjustment requested on this form will accurately reflect my actual time worked for my job(s).

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Employee’s Signature Date



As supervisor, I certify that the adjustment requested on this form will accurately reflect the employee's actual time worked for the pay period.

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Supervisor’s Signature Date