



# 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 #: \_\_\_\_\_

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

Entered By: \_\_\_\_\_

Pay Date of Payroll Correction: \_\_\_\_\_

Date: \_\_\_\_\_