

**University of Miami**  
**STUDENT PAYROLL**  
**PAYROLL CORRECTIONS/ADJUSTMENTS**

Employee Name: \_\_\_\_\_ C# \_\_\_\_\_

Department: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_

Correction Pay-Period ID #: \_\_\_\_\_ Pay Period Dates: \_\_\_\_\_

Assignment #: \_\_\_\_\_ OR Account # \_\_\_\_\_ AO4 or WORK STUDY (Circle One)

**Complete the Entire Time Report below as it should have been processed,  
including employee AND SUPERVISOR signatures.**

	TIME						Total Shift Hours	Overtime Hours
	START	STOP	START	STOP	START	STOP		
Sat								
Sun								
Mon								
Tue								
Wed								
Thu								
Fri								
Sat								
Sun								
Mon								
Tue								
Wed								
Thu								
Fri								
<b>TOTAL HOURS</b>								
→								

OVERTIME TRANSFER

Overtime Account: \_\_\_\_\_

Overtime Hours: \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Telephone \_\_\_\_\_

**This sheet must be faxed to Payroll (284-5395) no later than 10:00 AM the day payroll is being run.**

**PAYROLL OFFICE USE ONLY**

Processed on Period ID: \_\_\_\_\_

Hours	Earn Code

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