PAYROLL RECAP FORM

Correct timesheet for Pay Period #_____.

EMPLOYEE	ID# <u>2</u>	Z DEPT (ORG#
	Time Category Codes		gory Codes
Correction Date	Number of Hours	From (Select an earning code below)	To (Select an earning code below)
Show revised totals of all ear	nings codes used this pay period	:	
Earn Code # of Hours REG	Earn Code # of Hours VAC	Earn Code # of Hours OTR	Earn Code # of Hours
PER	CTE	OTS	
PLB	СТО		
SIC	СТТ		
Explanation of adjustment/co	rrection:		
Explanation of adjustment of			
employee listed above.	djustment/correction memorandur	m correctly reflects changes that s	should be made for the
EMPLOYEE:		DATE:	
SUPERVISOR:		DATE:	
DODGET ONLY MOR.		DATE	
MOST COMMONLY USED EAR	RNINGS CODES		
REG: REGULAR BIWEEKLY	CTE: COMP TIME EARNED @STRAIGHT TIME CTO: COMP TIME EARNED @OVERTIME COMPUTER CALCULATES AT 1.5X		
FUR: FURLOUGH JUR: COURT DUTY	CTT: COMP TIME TAKEN		
NOP: UNPAID LEAVE PER: PERSONAL		RTIME REGULAR COMPUTER CAL(RTIME @STRAIGHT TIME	CULATES AT 1.5X
PLB: PAID LEAVE BANK SIC: SICK		RTIME HOLIDAY RTIME EVENTS SET UP	
UA: UNION ACTIVUTY VAC: VACATION	OTP: OVERTIME EVENTS SET OF OTP: OVERTIME PROJECTSUPPORT OTA: OVERTIME ATHLETIC EVENTS		