

# UNIVERSITY OF RHODE ISLAND PAYROLL

## REQUEST FOR CORRECTION OF IN HOUSE ATTENDANCE REPORTS (STUDENT AND INTERNAL HOURLY)

DATE

<b>EMPLOYEE NAME</b>	<input style="width: 90%; height: 25px;" type="text"/>
<b>EMPLOYEE ID#</b>	<input style="width: 90%; height: 25px;" type="text"/>
<b>DEPARTMENT NAME</b>	<input style="width: 90%; height: 25px;" type="text"/>
<b>PAY PERIOD END DATE</b>	<input style="width: 90%; height: 25px;" type="text"/>
<b>REASON</b>	<input style="width: 90%; height: 25px;" type="text"/>
<b>JOB END DATE</b>	<input style="width: 90%; height: 25px;" type="text"/>

<b>PAY GROUP</b>	<input style="width: 80%; height: 25px;" type="text"/>
<b>EMPL RECORD #</b>	<input style="width: 80%; height: 25px;" type="text"/>
<b>DEPT # (4 DIGIT)</b>	<input style="width: 80%; height: 25px;" type="text"/>
<b>PAY PERIOD #</b>	<input style="width: 80%; height: 25px;" type="text"/>
<b>HOURLY RATE</b>	<input style="width: 80%; height: 25px;" type="text"/>

Correct ONLY the day(s) requiring changes by:  
 listing the hours originally reported in the FROM column &  
 listing the correct hours in the TO column.

<b>FOR PAYROLL USE ONLY - DATE &amp; INITIALS</b>
<b>POSTED</b>
<b>APPROVED</b>
<b>PAID</b>

	DATE	FROM	TO		DATE	FROM	TO
<b>1st Week</b>					<b>2nd Week</b>		
<b>SUNDAY</b>	<input style="width: 90%; height: 25px;" type="text"/>	<input style="width: 90%; height: 25px;" type="text"/>	<input style="width: 90%; height: 25px;" type="text"/>		<b>SUNDAY</b>	<input style="width: 90%; height: 25px;" type="text"/>	<input style="width: 90%; height: 25px;" type="text"/>
<b>MONDAY</b>	<input style="width: 90%; height: 25px;" type="text"/>	<input style="width: 90%; height: 25px;" type="text"/>	<input style="width: 90%; height: 25px;" type="text"/>		<b>MONDAY</b>	<input style="width: 90%; height: 25px;" type="text"/>	<input style="width: 90%; height: 25px;" type="text"/>
<b>TUESDAY</b>	<input style="width: 90%; height: 25px;" type="text"/>	<input style="width: 90%; height: 25px;" type="text"/>	<input style="width: 90%; height: 25px;" type="text"/>		<b>TUESDAY</b>	<input style="width: 90%; height: 25px;" type="text"/>	<input style="width: 90%; height: 25px;" type="text"/>
<b>WEDNESDAY</b>	<input style="width: 90%; height: 25px;" type="text"/>	<input style="width: 90%; height: 25px;" type="text"/>	<input style="width: 90%; height: 25px;" type="text"/>		<b>WEDNESDAY</b>	<input style="width: 90%; height: 25px;" type="text"/>	<input style="width: 90%; height: 25px;" type="text"/>
<b>THURSDAY</b>	<input style="width: 90%; height: 25px;" type="text"/>	<input style="width: 90%; height: 25px;" type="text"/>	<input style="width: 90%; height: 25px;" type="text"/>		<b>THURSDAY</b>	<input style="width: 90%; height: 25px;" type="text"/>	<input style="width: 90%; height: 25px;" type="text"/>
<b>FRIDAY</b>	<input style="width: 90%; height: 25px;" type="text"/>	<input style="width: 90%; height: 25px;" type="text"/>	<input style="width: 90%; height: 25px;" type="text"/>		<b>FRIDAY</b>	<input style="width: 90%; height: 25px;" type="text"/>	<input style="width: 90%; height: 25px;" type="text"/>
<b>SATURDAY</b>	<input style="width: 90%; height: 25px;" type="text"/>	<input style="width: 90%; height: 25px;" type="text"/>	<input style="width: 90%; height: 25px;" type="text"/>		<b>SATURDAY</b>	<input style="width: 90%; height: 25px;" type="text"/>	<input style="width: 90%; height: 25px;" type="text"/>

EMPLOYEE'S SIGNATURE	DATE
SUPERVISOR'S SIGNATURE	DATE
PRINT SUPERVISOR'S NAME	PHONE NUMBER