



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

**Rhode Island Department of Transportation
Payroll Office**

Two Capitol Hill, Rm. 248
Providence, RI 02903-1124
Phone (401) 222-6926

REQUEST TO REVISE TIMECARD

EMPLOYEE: _____ ACCOUNT #: _____
(PRINT)

DIVISION: _____ SECTION: _____

DATE: _____ PHONE # _____ EXT. _____

CORRECTION TO TIMECARD FOR WEEKENDING: _____

PLEASE POST THE FOLLOWING CHANGES:

MUST PROVIDE PROJECT FOR THE ABOVE CHANGE _____

MUST PROVIDE TASK FOR THE ABOVE CHANGE _____

Employee Signature: _____
Signature 1: _____
Signature 2: _____

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- 1.) ATTACH A COPY OF THE ORIGINAL TIMECARD TO THIS REQUEST.
 - 2.) REQUEST MUST BE SIGNED BY EMPLOYEE AND SUPERVISOR/S.
 - 3.) **A HARD COPY OF THIS REQUEST MUST BE SENT TO THE PAYROLL OFFICE. NO EMAIL OR FAX'S WILL BE ACCEPTED.**

ONCE PAYROLL HAS MADE THE CHANGE:

- a.) EMPLOYEE WILL RECEIVE A NOTICE IN ORACLE.
- b.) THE REVISED TIMECARD WILL BE SENT TO YOUR LOCAL TIMECARD ADMINISTRATOR.
- c.) THE REVISED TIMECARD MUST BE SIGNED BY EMPLOYEE AND SUPERVISOR/S, THEN FORWARDED TO FINANCIAL MANAGEMENT ROOM 245.