PAYROLL RECAP FORM

Correct timesheet for Pay Period #_____.

EMPLOYEE			ID# Z DEPT ORG#					
				1	Time Cate	vani Cadaa		
Correction Date		Number of H	Number of Hours		Time Category Codes From (Select an earning code below) To (Select an earning code below)			
		Number of h	ours	From (Select an	earning code below)	10 (Select an earnin	g code below)	
Show revised	I totals of all ear	nings codes used	I this pay period	 :				
Earn Code	# of Hours	Earn Code	# of Hours	Earn Code	# of Hours	Earn Code	# of Hours	
REG		VAC		OTR				
PER		CTE		OTS				
PLB		СТО						
SIC		CTT						
I certify that to employee list	ed above.	justment/correcti	on memorandui	m correctly reflect	ts changes that s	should be made fo	or the	
BUDGET UN	IT MGR:				DATE: _			
MOST COMM	ONLY USED EAR	RNINGS CODES						
REG: REGULAR BIWEEKLY FUR: FURLOUGH JUR: COURT DUTY NOP: UNPAID LEAVE PER: PERSONAL PLB: PAID LEAVE BANK SIC: SICK UA: UNION ACTIVUTY VAC: VACATION			CTE: COMP TIME EARNED @STRAIGHT TIME CTO: COMP TIME EARNED @OVERTIME COMPUTER CALCULATES AT 1.5X CTT: COMP TIME TAKEN OTR: OVERTIME REGULAR COMPUTER CALCULATES AT 1.5X OTS: OVERTIME @STRAIGHT TIME OTH: OVERTIME HOLIDAY OTE: OVERTIME EVENTS SET UP OTP: OVERTIME PROJECTSUPPORT OTA: OVERTIME ATHLETIC EVENTS					