

# PAYROLL RECAP FORM

*Correct timesheet for Pay Period #\_\_\_\_\_.*

EMPLOYEE \_\_\_\_\_ ID# Z \_\_\_\_\_ DEPT ORG# \_\_\_\_\_

Correction Date	Number of Hours	Time Category Codes	
		From (Select an earning code below)	To (Select an earning code below)

Show revised totals of all earnings codes used 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		CTO					
SIC		CTT					

Explanation of adjustment/correction:

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I certify that this timesheet adjustment/correction memorandum correctly reflects changes that should be made for the employee listed above.

EMPLOYEE: \_\_\_\_\_ DATE: \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_ DATE: \_\_\_\_\_

BUDGET UNIT MGR: \_\_\_\_\_ DATE: \_\_\_\_\_

MOST COMMONLY USED EARNINGS CODES

- |                       |   |
|-----------------------|---|
| REG: REGULAR BIWEEKLY | CTE: COMP TIME EARNED @STRAIGHT TIME                        |
| FUR: FURLOUGH         | CTO: COMP TIME EARNED @OVERTIME COMPUTER CALCULATES AT 1.5X |
| JUR: COURT DUTY       | CTT: COMP TIME TAKEN  |
| NOP: UNPAID LEAVE     | OTR: OVERTIME REGULAR COMPUTER CALCULATES AT 1.5X           |
| PER: PERSONAL         | OTS: OVERTIME @STRAIGHT TIME                                |
| PLB: PAID LEAVE BANK  | OTH: OVERTIME HOLIDAY                                       |
| SIC: SICK             | OTE: OVERTIME EVENTS SET UP                                 |
| UA: UNION ACTIVITY    | OTP: OVERTIME PROJECTSUPPORT                                |
| VAC: VACATION         | OTA: OVERTIME ATHLETIC EVENTS                               |