

PAYROLL CHANGE FORM

This form is used to correct earnings or pay codes for hourly employees for a **PRIOR** pay period. Complete form and return to the Payroll Dept, Bldg 1 – Rm 1160, or fax to 5-7640 for processing. *If faxing, please do not send original – keep for your files.* Adjustments will be processed with the next payroll.

Employee Name:	Employee Number/Badge Number/UID:
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Account Number:

Entity	Department	Object	FEC	Project	Program
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****USE FOR HOURLY EMPLOYEE ADJUSTMENTS:**

Pay period missed: <i>(use dates from b/w pay schedule)</i>	<p style="text-align: center;"><u>Reason for Adjustment:</u></p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> Late time card/hrs <input type="checkbox"/> Not on system @ sign-off <input type="checkbox"/> Missing Punch(es) <small><i>(Attach time card)</i></small> </div> <div style="width: 45%;"> <input type="checkbox"/> Supervisor Error <input type="checkbox"/> Incorrect Pay Code Used <input type="checkbox"/> Other: _____ </div> </div>	<p style="text-align: center;">Hourly Pay Rate: <i>(Verify in Kronos: People Screen – Job Assignment Tab)</i></p> <p style="text-align: center;">\$. </p>
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Date	In AM/PM	Out AM/PM	In AM/PM	Out AM/PM	Pay Code*	Total Daily Hrs <i>(Decimal Format)</i>

*Pay Codes: (Not used for Students) S = Sick; V = Vacation; E = Excused w/Pay; H = Holiday

TOTAL HOURS:

****USE FOR ADJUSTMENTS TO GRAD ASS'T SALARIES, STIPENDS OR RATE INCREASES:**

Pay Period(s) Missed: <i>(use dates from b/w pay schedule)</i>	<p style="text-align: center;"><u>Reason for Adjustment:</u></p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> G.A. Salary missed <input type="checkbox"/> Stipend missed </div> <div style="width: 45%;"> <input type="checkbox"/> Rate Increase - Late <small><i>(paperwork must be submitted to SEO)</i></small> </div> </div>
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G.A. or Stipend	Rate Increase
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Pay Code*	\$ Amount per pay period x No. of pay periods to be pd.	Rate Increase <i>(change in rate only)</i>	Total Hrs. Affected <i>(Print time card w/ range of dates back to date increase effective)</i>	Total \$ to be adjusted

*Pay codes: GA = Grad Ass't Salary; S = Stipend; RI = Rate Increase

Employee Signature:	Date:
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Your signature certifies that this information is accurate and complete.

NOTE: Employee approval of hrs. from an RIT DCE email account will be accepted in lieu of signature.

Supervisor Print Name:	Supervisor Signature:	Date:	*Extension:
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Your signature certifies that you have reviewed the above changes and agree they are accurate and complete.