



Employee Name: _____ Dept. / CC: _____ Phone Ext. _____

Employee #: _____ Historical Edit Pay Period #: _____

Pay Codes: Regular=REG; Student Aid-Regular=SA; FWS-Regular=FWS

Week 1		CORRECTION				
Date	Pay Code	Start Time	Break OUT	Break IN	End Time	Total Hours

Week 2		CORRECTION				
Date	Pay Code	Start Time	Break OUT	Break IN	End Time	Total Hours

Reason For Historical Edit (Required):

Supervisor Name: _____ Supervisor Signature: _____ Date: _____
 (Please Print)