



TIMESHEET AND LEAVE CORRECTION FORM

This form is used to make corrections to timesheets and leave requests approved by the supervisor in the Time & Labor/Absence Management module.

First Name		Last Name	
Employee ID		Position #	
Program		Location	

Timesheet Correction

Date	IN	Lunch Out	Lunch IN	OUT	Total Hours	Reason

Absence Request Correction

Date(s) of Request(s)	Leave Type	*Adjustment (+/-)	Hours	Reason

*Please indicate the adjustment as a plus (+) or minus (-) to the current balance
 If you work on an approved absence, enter the hours worked on the time sheet and the system will adjust the hours accordingly.

Types of Leave

(A) Annual	(FLSA) FLSA Comp	(P) Personal	(MIL18) 18-Day Military
(S) Sick	(GA) GA Comp	(HD) Holiday Deferral	(MIL30) 30-Day Military

Comments:

Employee's Signature:		Date:	
Supervisor's Signature:		Date:	

Send to: GVRA OFFICE OF HUMAN RESOURCES

HR Office use only

Processed By:

Date: