Work Time and Leave Reporting - Employee Pay Correction Request Form

A Campus / Department Time Recorder can revise work time in SAP TIMESHEET/ CAT2 up to six (6) pay periods in the past. This form is for correcting time beyond that date range.

The Employee Pay Correction form **and** relevant documents and/or photos or PDFs must be dated and delivered to the Campus/ Department Time Recorder.

The Campus/ Department Time Recorder and/or campus principal should submit/ email all relevant forms to Payroll.

Work time and Leave corrections, including missing time revisions, must be submitted in writing using this form that has been approved by the principal/work location supervisor **and also** by a Division director or department executive director or leader in change of official reporting.

In order to ensure the necessary information is received to process the change, proof of work (if replacing leave for work) must accompany a completed Employee Pay Correction Request Form and both must be submitted. ONLY one correction form per employee – no multiple employee entries will be accepted.

To submit, please follow these directions:
1. Enter the employee's I. D. Number.
2. Enter the employee's Home Org Number. This Campus/Dept number will be different from the "PAYING" Org Unit Number if the employee was Borrowed.
3. Enter the employee's name.
4. Enter the Org Unit Number (PAYING) of the department responsible for this work time.
   If the employee Home Org Unit is the same as Paying Org Unit – enter the number in both boxes.
5. Enter the Org Unit Description - school/department name.
6. Enter the date range for the days that are to be corrected.

   LEAVE CORRECTION TABLE form:
   a. Enter the Start Date End Date reported for the Leave.
   b. Enter the Absence Type used originally
   c. Enter the Hours that were originally entered (if any)
   d. Enter the **corrected** Absence Type
   e. Enter the **corrected** hours. If the hours are to be deleted, enter the word "ZERO" here.
   f. Enter the REASON for the absence.
   g. Use a separate line for each date that needs a correction.
   h. Enter reason for correction in the space provided.

   HOURLY, OVERTIME, EXTRA PAY, OR LATE PAY CORRECTION TABLE form:
   a. Enter the Date the employee worked. A Date Range is OK if all days have same hours.
      Date Range must be contained one week at a time.
   b. If work time was Borrowed, Enter the Rec Order, Fund, Functional Area.
      For REG pay skip these sections.
   c. Use a separate line for each date that needs a correction
   d. Enter the Attendance Type and Hours that were originally entered (if any)
   e. Enter the **corrected** Attendance Type and Hours
   f. Enter reason for correction in the space provided.

If the correction is more than six (6) pay periods, email to Payroll department at Payroll@houstonisd.org .