REQUEST FOR HISTORICAL TIME CARD EDIT FORM

Note: A Historical Edit is missed hours and exception time from a previous pay period;
Exception time is used for monthly employees to record vacation, sick, jury duty, etc… since hours worked is NOT
to be recorded in their timecards.

- ❏ 10-Month Faculty (48F)
- ❏ 12-Monthly Faculty (48Y)
- ❏ Monthly (48A)
- ❏ Temporary Staff (48C)
- ❏ Full-Time Staff (48H)
- ❏ Student Assistant (48T)
- ❏ Work-study Student (48W)
- ❏ Temporary Staff – Exempt (48L)

Date: _____

Employee Name: _____ **ADP Employee ID:** _____

Email Address: _____ **Phone Number:** _____

Reason for Edit: _____

Exception Time for Faculty, Monthly, or Exempt Temporary Employees:

Pay Code: Vacation, Sick, etc…	Date Leave Taken (MM/DD/YYYY)	Total Hours

Hourly Employee, Biweekly Employee:

Pay Period			
Pay Period Start Date		**Pay Period End Date**	
Date (MM/DD/YYYY)	**In Time (HH:MM AM/PM)**	**Out Time (HH:MM AM/PM)**	**Total Hours**
TOTAL HRS.			

****Please see Payroll Calendar for the Pay Period and for the Pay Period Start & End Dates. Separate forms should be submitted for each pay period missed.
Payroll Calendar is available online on the Human Resources web page and the Payroll web page.**

Employee Signature: _____

Supervisor Signature: _____

1. **Human Resources: Receives the form and verifies Employee's status and the hire/rehire date is on or prior to above request date(s).**
2. **Payroll: Process the Historical Edit in Enterprise E-time**

HR Use Only (status at time of or during missed/requested pay period): _____ Hire/Rehire Date: _____