**Weekly Time Sheet – Hourly Employees**

**Late Pay Form/Correction Form**

The “Weekly Time Sheet – Hourly Employees – Late Pay Form” is used to report hours for an hourly employee that was hired before the current pay period, or had time entered in error in a prior period. Using this form will allow hourly employees who are paid late to have their time recorded appropriately, or will allow adjustments to be made to time entered in error. The form is used for all hourly employees and can be completed online and then printed out for the department head’s signature.

* Positive reporting employees do not work a set number of hours during each pay period and they must report their hours worked during each pay period. Positive reporting employees are also known as “hourly” employees.

Listed below are instructions for completing this form. Use the “Tab” key to move from field to field.

1. **Department Name:** Enter official department name.
2. **Department ID:** Enter department ID.

1. **Reason for Correction Form:** Insert an X in the appropriate box to indicate “Correcting Previously Reported Time,” “Time Never Submitted” or “Additional Hours.”
2. **Week Ending (Saturday):** Enter the Saturday of the week in which time is being reported.
3. **Employee ID:** Enter the employee’s 8-digit employee ID, not the employee’s social security number.
4. **Empl Rec #:** Enter the employee’s Empl Rec #. If employees hold more than one position or job, or work in multiple departments, they will have multiple Employment Record Numbers that correspond to each.
5. **Name:** Enter the employee’s last name, first name and middle initial.
6. **HR Account Code:** Enter the applicable HR Account Code here.
7. **Hourly Rate:** Enter the employee’s hourly rate.
8. **Time Reporting Code:** Enter appropriate Time Reporting Code, or TRC. Use the Time Reporting Code Appendix as a reference.
9. **Sun., Mon., Tues., Wed., Thurs., Fri., Sat.:** In the appropriate day, enter the applicable hours worked. Hours must be entered in decimals, not minutes.

**Contact Information:** Enter the Contact Person, Phone Number and E-mail address. This will give HR an individual to contact if there are questions concerning the time sheet.

1. **Contact Person:** Enter the contact person.
2. **Phone Number:** Enter the contact person’s phone number.
3. **E-mail:** Enter the contact person’s e-mail.

Once complete, have the department head sign and date the form, and deliver to Human Resources. If time sheets are not dropped off by second Friday of the pay period, an employee’s pay for that week may be jeopardized.