

Amended Timecard Instructions

- Use a blank Timecard for this purpose. It is available at the Payroll Dept. Website <http://services.pepperdine.edu/finance/forms/pay-timesheet.pdf>.
- Complete all fields in the Employee Information section.
- Write (AMENDED) at the top of the Timecard.

AMENDED TIMECARD

Employee Information (All fields are required)

Name (Last, First, MI) <u>Jane Doe</u>		Campus-Wide ID <u>123456789</u>	
Department ID <u>19999</u>	Job Code <u>0999</u>	Record # <u>0</u>	
Pay Period ID <u>H0706</u>	Pay Group <u>STN</u>		

- Complete the Timecard as it should have been for the two week pay period.
- Enter in and out punches.
- Time must be entered as HH:MM.
- Enter pay code and pay code hours.

WEEK ONE

Date	Pay Code	Amount	In	Out	In	Out	Total Hrs
Monday 9/27/2010	Sick	4:00					4:00
			08:00	12:00			4:00
Tuesday 9/28/2010			08:00	12:00	01:00	05:00	8:00
Wednesday 9/29/2010			08:00	12:00	01:00	05:00	8:00
Thursday 9/30/2010			08:00	12:00	01:00	05:00	8:00
Friday 10/01/2010			08:00	12:00	01:00	05:00	8:00
Saturday							
Sunday							

Total Hours 40:00

WEEK TWO

Date	Pay Code	Amount	In	Out	In	Out	Total Hrs
Monday 10/02/2010			08:00	12:00	01:00	05:00	8:00
Tuesday 10/03/2010			08:00	12:00	01:00	05:00	8:00
Wednesday 10/04/2010			08:00	12:00	01:00	05:00	8:00
Thursday 10/05/2010			08:00	12:00	01:00	05:00	8:00
Friday 10/06/2010			08:00	12:00	01:00	05:00	8:00
Saturday							
Sunday							

Total Hours 40:00

- Employee must print name and sign the timecard in the space provided.
- Supervisor must verify the amended hours, print name, and sign the timecard in the space provided.

I hereby certify that this time report correctly reflects all time worked by me for the pay period indicated.

	Jane Doe	10/12/2010	1234
<i>Employee (Signature)</i>	<i>Print Name</i>	<i>Date</i>	<i>Extension</i>

I hereby certify that the hours stated are true and correct.

	Joe Smith	10/12/2010	1235
<i>Supervisor (Signature)</i>	<i>Print Name</i>	<i>Date</i>	<i>Extension</i>

Return Completed Form to the Payroll Office - Mail Code 4636