



REQUEST FOR HISTORICAL TIME CARD EDIT

Reporting of Hours Worked and Not Paid in a Prior Pay Period

RETURN COMPLETED FORM TO: Payroll Office, K-Box 147

- This form is NOT to be used as a time card in lieu of recording time in the Enterprise eTIME system each pay period. The College is required by the Illinois Department of Labor to pay students every two weeks for hours worked. Recording hours worked in the Enterprise eTIME system, in a timely manner, is a condition of employment.
- Hours from this form will not be processed until the student has recorded time worked in the Enterprise eTIME system for the current pay period.
- If a student is experiencing trouble entering their time in the web time entry system, they should contact the Business Office, Old Main 106, immediately.

TO BE COMPLETED BY STUDENT/EMPLOYEE:

ID# _____ Name _____

Reason for edit _____

Date	Time-In	Time-Out	Total Hours	Payroll Office

TO BE COMPLETED BY SUPERVISOR:

Department Acct. _____ Department Name: _____

Supervisor Signature _____ Date _____

Supervisor’s Name (please print) _____

For Payroll use only

Payroll date of adjustment ____ / ____ / ____ Date entered into eTIME ____ / ____ / ____

Notes: _____ By _____