

Request for Historical Time Card Edit

(reporting of hours worked and not paid for a prior pay period)

- When completed, this form must be returned to the Payroll Office K-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, Rm. 106 Old Main, immediately.

To be completed by Student / Employee:

ID# _____ Name _____

Reason for edit _____

<u>Date</u>	<u>Time-In</u>	<u>Time-Out</u>	<u>Total Hours</u>	<i>Payroll Office</i>

Student / Employee Signature _____ Date _____

To be completed by Supervisor

Department Acct. No.: _____ Department Name: _____

Supervisor Signature _____ Date _____

Supervisor Name (please print): _____

*** for payroll use only ***
 Payroll date of adjustment _____ / _____ / _____ Date entered into eTIME _____ / _____ / _____
 Notes: _____ By _____

 * Rec'd by Payroll Office / / *
