ULTIPRO TIMECARD CORRECTION

EMPLOYEE NAME_____ EMPLOYEE ID NUMBER_____

PRIMARY DEPARTMENT NUMBER_____ JOB BEING CORRECTED = (Circle One) PRIMARY or SECONDARY

SUPERVISOR APPROVAL_____ Notes_____

1. Enter Date the hours were worked. 2. Enter hours in the appropriate sections and columns. 3. Supplemental Earnings in last column.
Overtime = Over 40 hours worked in the same Sun - Sat work week. Or, over 12 hours worked in the same calendar day, but don't count OT hours twice.

Section 1: **UNDERPAID** = Hours worked that were not paid to the employee.

DATE	DEPT	REGULAR	OT	HOLIDAY	3RD REG	3RD OT	3RD HOL	PTO	EIB	SUPP EARN
TTL HRS										

Section 2: **OVERPAID** = Hours paid to the employee that were not worked.

DATE	DEPT	REGULAR	OT	HOLIDAY	3RD REG	3RD OT	3RD HOL	PTO	EIB	SUPP EARN
TTL HRS										