UKG TIMECARD CORRECTION

:e	EE Name				EE ID DEPT CODE Supervisor Approval				
tes									
ne Clocking EE: Record missing or overpaid hours using clock punches (AM/PM). Total th pplicable, also enter punches for a Secondary Job's missing hours along with the depart									
Job Title	Under/Over Paid?	Date	IN Punch	OUT Punch	Daily Hours	Type of Pay	Dept Code	Special \$'s	Payroll Use
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	Job, Date, hours, and the		Decules OF DTO	-4-	Futor 2nd Joh	Dept, and/or Gr	ant Cadaa if an	aliaabla	
Job Title	Under/Over Paid?	Date	Daily Hours	Type of Pay	Dept Code	Grant Code	Special \$'s	licable.	Payroll Use
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