

NON-EXEMPT STAFF MANUAL TIME ENTRY SUBMISSION FORM

This Submission Form is for reporting corrections for a closed pay period in Web Time Entry. Enter the original and corrected time entries with an explanation for the changes in the space(s) provided below. If additional lines are needed, submit multiple forms.

If you are adding time that was not reported in WTE, use the Corrected Time section only.

Submit the completed form to payroll@iwu.edu.

Original Time Reported:

Pay Period Start Date: _____ Pay Period End Date: _____

Date	Earn Code	Start Time	End Time	Hours
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Corrected Time:

Date	Earn Code	Start Time	End Time	Hours
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Explanation: _____

By signing below, I certify that the corrections entered above represent a true and accurate record of my time.

Employee: _____

Date: _____

Approver: _____

Date: _____

Vice President*: _____

Date: _____

*Vice President approval may be required by the Business Office. Business Office will route the form to Vice President when applicable.