



Date: _____ Employee (Last, First): _____ Emplid: _____ Location: _____

Error Notice Reason:

- Unable to Access Employee in T&L Group
- Employees in T&L Group Who Should Not Be
- Expected TRC Not Available for Employee
- Unable to Report Leave b/c Employee Not Associated to Leave Plan
- Unable to Report Leave Due to Insufficient Balance
- Other (Please Describe in Details Section Below)

Details:

PLEASE RETURN WITH
**PHOTOCOPIES OF TIMECARDS/
LEAVE FORMS** TO THE ATTENTION
OF APPROPRIATE PAYROLL/
TL SPECIALIST IN ROOM 1150

PAYROLL/TIME AND LABOR SPECIALIST NAME (PLEASE PRINT) TIMEKEEPER NAME

CONTACT PHONE NUMBER: _____

Timekeeper Instructions

This form is to be used for the following scenarios:

1. An employee for whom you are responsible is not present in your Time and Labor Group ID, and is thus inaccessible for time entry (due to reasons such as transfer, new hire, etc).
2. Employees are present in your Group ID who should not be (late transfers, late terminations, incorrect location, etc).
3. An expected TRC is not available for an employee in the list in T&L.
4. An employee who is eligible for paid leave is unable to have such time reported for them due to an error indicating that the time reporter is not associated to a leave plan with a particular plan type.
5. An employee who is eligible for paid leave is unable to have such time reported for them due to an error indicating that the time reporter does not have enough hours in that leave bank.

NOTE: Any other time corrections due to reporting errors can be fixed directly in Time and Labor as a Prior Period Adjustment. A Prior Period Adjustment is a change in reported time in Time and Labor for a pay period that has already been processed through Payroll. Simply go back and make the change for that date, and it will be picked up in the next payroll. You do not need to send these corrections to Payroll. **These prior period adjustments should be made for reported time only (examples: wrong TRC, employee was underpaid, overpaid) not for trying to adjust charges that may have been applied to an inappropriate Combo Code (budget number).** In the event an employee has had time reported, paid and subsequently charged to the wrong Combo Code (budget number), **you must contact your budget analyst in the Budget Operations Department to adjust the expense.** Once a payroll has processed, paid and the charges distributed to the General Ledger, your budget analyst must intervene.

Please return this card to the attention of the appropriate Payroll/TL Specialist in Room 1150. Attach photocopies of corresponding timecards or leave forms to notice.