# Time and Attendance Correction Report

## For Biweekly Regular Employees

**The Office of the Controller**

**The University of Southern Mississippi**

**Complete Budget String:**

- **DEPT**: 123456
- **FUND**: 10H10
- **PROGRAM**: 12345
- **PROJECT**: GR01234

**PAYGROUP**: STU - Students Paid Biweekly

**Non-Resident Alien Codes**

- DPS: Dependent Personal Services - 1042
- EDU: Teaching - 1042
- SDY: Study and Training - 1042

### Employees

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>ID#</th>
<th>Rate of Pay</th>
<th>Earn Type</th>
<th>Time</th>
<th>Earn Type</th>
<th>Time</th>
<th>Earn Type</th>
<th>Time</th>
<th>Earn Type</th>
<th>Time</th>
<th>Job Code</th>
<th>PRIOR PERIOD END DATE TO ADJUST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smith, John</td>
<td>123456</td>
<td>15.1234</td>
<td>STU</td>
<td>20.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>10/19/2018</td>
</tr>
<tr>
<td></td>
<td></td>
<td>11.1234</td>
<td>STU</td>
<td>(20.00)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>10/5/2018</td>
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<tr>
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<td></td>
<td>15.1234</td>
<td>STU</td>
<td>20.00</td>
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<td>10/5/2018</td>
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<tr>
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<td>7.7500</td>
<td>WSR</td>
<td>(20.00)</td>
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<td>9/21/2018</td>
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<td></td>
<td></td>
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<td>9/21/2018</td>
</tr>
</tbody>
</table>

**Notes:**

- Time may be entered as a negative to adjust prior periods but not to exceed the overall positive time for the employee. Negative or positive prior period entries should include the earnings end date to identify the period being adjusted.

- I certify the time reported is true and correct and the work has been performed satisfactorily.

- Authorized Signature: [Signature]

- Date: [Date]

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**How to report pay rate correction**

- Subtract hours at old or incorrect rate
- Add hours at new or correct rate

**How to report corrected earn type**

- Subtract hours for incorrect earn type
- Add hours for correct earn type