Bowdoin

PRIOR PAY PERIOD ADJUSTMENT FORM - BIWEEKLY HOURLY PAYROLL

EMPLOYEE NAME: _____ EMPLOYEE/STUDENT ID#: _____

JOB TITLE (available from your Workday profile): _____ DEPARTMENT: _____

MANAGER: _____ Student   Casual   Regular/Benefit Eligible

OPTION 1: FORGOT TO RECORD TIMESHEET HOURS BY THE PAYROLL DEADLINE. ENTER MISSING HOURS IN TABLE.

DATE	TIME ENTRY CODE(S) **"HOURS WORKED"** IS THE DEFAULT FOR TIME WORKED. REGULAR & CASUAL EMPLOYEES SEE CODE LIST FOR OTHER OPTIONS BASED ON ELIGBILITY.	TIME IN	TIME OUT	DEDUCT LUNCH/BREAK HOURS	TOTAL HOURS

OPTION 2: NEED TO CORRECT A PAID TIMESHEET ENTRY OR ENTRIES. COMPLETE BOTH TABLES.

HOURS WERE PAID AS:

DATE	TIME ENTRY CODE(S) **"HOURS WORKED"** IS THE DEFAULT FOR TIME WORKED. REGULAR & CASUAL EMPLOYEES SEE CODE LIST FOR OTHER OPTIONS BASED ON ELIGBILITY.	TIME IN	TIME OUT	DEDUCT LUNCH/BREAK HOURS	TOTAL HOURS

BUT SHOULD HAVE BEEN PAID AS:

DATE	TIME ENTRY CODE(S) **"HOURS WORKED"** IS THE DEFAULT FOR TIME WORKED. REGULAR & CASUAL EMPLOYEES SEE CODE LIST FOR OTHER OPTIONS BASED ON ELIGBILITY.	TIME IN	TIME OUT	DEDUCT LUNCH/BREAK HOURS	TOTAL HOURS

COMMENTS: _____

EMPLOYEE SIGNATURE: _____ OR ELECTRONIC SIGNATURE: _____DATE: _____

MANAGER SIGNATURE: _____ OR ELECTRONIC SIGNATURE: _____DATE: _____

✓ **EMAIL APPROVED FORM TO PAYROLL@BOWDOIN.EDU**
✓ **ADUSTMENTS APPROVED BY THE MANAGER ARE GENERALLY INCLUDED IN THE CURRENT PAY PERIOD.**