

## PAYROLL CHANGE FORM

This form is used to correct earnings or pay codes for hourly employees for a **PRIOR** pay period. Email completed and signed form to Payroll@rit.edu. Adjustments will be processed with the next payroll.

<b>Employee Name:</b>	<b>Employee Number/Badge Number/UID:</b>
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**Account Number:**   

Entity	Department	Object	FEC	Project	Program
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**\*\*USE FOR HOURLY EMPLOYEE ADJUSTMENTS:**

<b>Pay period missed:</b> <i>(use dates from b/w pay schedule)</i>	<p style="text-align: center;"><b>Reason for Adjustment:</b></p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> Late time card/hrs  <input type="checkbox"/> Not on system @ sign-off  <input type="checkbox"/> Missing Punch(es)  <small><i>(Attach time card)</i></small> </div> <div style="width: 45%;"> <input type="checkbox"/> Supervisor Error  <input type="checkbox"/> Incorrect Pay Code Used  <input type="checkbox"/> Other: _____                 </div> </div>	<p style="text-align: center;"><b>Hourly Pay Rate:</b>  <i>(Verify in Kronos: People Screen – Job Assignment Tab)</i></p> <div style="display: flex; align-items: center;"> <span style="font-size: 24px; margin-right: 5px;">\$</span> <span style="border-bottom: 1px solid black; width: 100px; display: inline-block;"></span> </div>
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Date	In AM/PM	Out AM/PM	In AM/PM	Out AM/PM	Pay Code*	Total Daily Hrs <i>(Decimal Format)</i>

\*Pay Codes: (Not used for Students) S = Sick; V = Vacation; E = Excused w/Pay; H = Holiday

**TOTAL HOURS:**  

**\*\*USE FOR ADJUSTMENTS TO GRAD ASS'T SALARIES, STIPENDS OR RATE INCREASES:**

<b>Pay Period(s) Missed:</b> <i>(use dates from b/w pay schedule)</i>	<p style="text-align: center;"><b>Reason for Adjustment:</b></p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> G.A. Salary missed  <input type="checkbox"/> Stipend missed                 </div> <div style="width: 45%;"> <input type="checkbox"/> Rate Increase - Late  <small><i>(paperwork must be submitted to SEO)</i></small> </div> </div>
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<b>G.A. or Stipend</b>	<b>Rate Increase</b>
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Pay Code*	\$ Amount per pay period x No. of pay periods to be pd.	Rate Increase <i>(change in rate only)</i>	Total Hrs. Affected <i>(Print time card w/ range of dates back to date increase effective)</i>	Total \$ to be adjusted

\*Pay codes: GA = Grad Ass't Salary; S = Stipend; RI = Rate Increase

<b>Employee Signature:</b>	<b>Date:</b>
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Your signature certifies that this information is accurate and complete.

NOTE: Employee approval of hrs. from an RIT DCE email account will be accepted in lieu of signature.

<b>Supervisor Print Name:</b>	<b>Supervisor Signature:</b>	<b>Date:</b>	<b>*Extension:</b>
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Your signature certifies that you have reviewed the above changes and agree they are accurate and complete.