

## Payroll Change Forms for Staff

To correct PREVIOUS HOURS for a Regular Employee (Staff), send a completed and signed **PAYROLL CHANGE FORM** to [payroll@rit.edu](mailto:payroll@rit.edu).

- ALL pertinent fields must be completed (include rate, account number, hours/pay codes to add, hours/pay codes to deduct).
- Forms submitted by 11:00 am on Sign-Off Fridays are paid the following pay date. Late or incomplete forms may result in delayed payment.
- Employees and Supervisors must sign the form.
- Accepted signatures:
  - ✓ Digital with visible date stamp
  - ✓ Physical Signature including date

[illegible]