

## 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 <a href="#">CODE LIST</a> FOR OTHER OPTIONS BASED ON ELIGIBILITY.	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 <a href="#">CODE LIST</a> FOR OTHER OPTIONS BASED ON ELIGIBILITY.	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 <a href="#">CODE LIST</a> FOR OTHER OPTIONS BASED ON ELIGIBILITY.	TIME IN	TIME OUT	DEDUCT LUNCH/BREAK HOURS	TOTAL HOURS

COMMENTS: \_\_\_\_\_

EMPLOYEE SIGNATURE: \_\_\_\_\_ OR ELECTRONIC SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

MANAGER SIGNATURE: \_\_\_\_\_ OR ELECTRONIC SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

- ✓ EMAIL 'MANAGER APPROVED' PRIOR PAY PERIOD ADJUSTMENT FORMS TO [PAYROLL@BOWDOIN.EDU](mailto:PAYROLL@BOWDOIN.EDU)
- ✓ APPROVED ADJUSTMENTS ARE GENERALLY INCLUDED IN THE CURRENT PAY PERIOD DEPENDING ON WHEN RECEIVED.