



Payroll Correction Review Form

(Failure to complete all requested information may result in a delay in processing any correction.)

Section 1. Employee Contact Information (Required)

Employee Name (Last, First, Middle Initial)		Employee SSN (last four)	Phone Number	
Address		Apt. No	City	State Postal Zip Code

Section 2. Discrepancy Details - To be filled out by employee

Pay Period to be Corrected	Begin Date (Monday)	End Date (Sunday)	Branch / Location	Branch Contact
----------------------------	---------------------	-------------------	-------------------	----------------

Time was reported / paid as follows:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date								
Client Name / Post								N/A
Shift								N/A
Rate Code								N/A
Hours Worked								
Rate of Pay								N/A

Time should have been reported / paid as follows:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date								
Client Name / Post								N/A
Shift								N/A
Rate Code								N/A
Hours Worked								
Rate of Pay								N/A

Reason for correction:

Employee Signature	Date	
Supervisor Name (please print)	Supervisor Signature	Date
General / Branch / Project Manager Name (please print)	General / Branch / Project Manager Signature	Date

Instructions

- Enter all current contact information. If contact information is different than what appears on pay stub, fill out and attach a Form FM-010c to this form.
- Enter the pay period beginning and ending dates that need to be corrected, Branch / Location, and the name of the Payroll contact person at that office.
 Enter the calendar dates (MM/DD) in the spaces provided. On each row, enter the original data as it appears on the attendance record or pay stub for that period. Hours should be entered in decimal form, (ex 8.0). If more than one shift was worked on the same day, affix a second form. All data must be entered for the week, even those entries that were paid correctly and have no changes. Enter the sum of the hours for the week.
 Enter the data as it should have been paid for that period. Enter information for the entire week, even correct entries. Sum up the hours for the entire week.
 Provide a reason for the correction, (example - "Attendance Record not submitted on time" or "Pay stub does not reflect hours on Attendance Record")
 Sign and date the form and keep a copy for your records. Obtain signatures from your immediate supervisor prior to submitting to your Payroll Contact.
- Submit this form along with a copy of the paystub for the period in question and a FM-010c (if applicable) to the Payroll contact at your Branch / Location.

Section 3. For Internal (Branch) use Only

Date Received	Received By	Position Title	Branch / Location
Date Correction Entered	Employee Contacted	Additional Notes	