

## STUDENT EMPLOYEE MANUAL TIME ENTRY SUBMISSION FORM

This Submission Form is for reporting corrections for a closed pay period in Web Time Entry. Enter the original and corrected time entries with an explanation for the changes in the space(s) provided below. If additional lines are needed, submit multiple forms.

If you are adding time that was not reported in WTE, use the Corrected Time section only.

Submit the completed form to [payroll@iwu.edu](mailto:payroll@iwu.edu).

**Student Name:** \_\_\_\_\_ **Student ID:** \_\_\_\_\_

**Job Position Number** (*available on your timesheet, ex. S20140-00*): \_\_\_\_\_

**Pay Period Start Date:** \_\_\_\_\_ **Pay Period End Date:** \_\_\_\_\_

### Original Time Reported:

Date	Start Time	End Time	Hours
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

### Corrected Time:

Date	Start Time	End Time	Hours
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Explanation:** \_\_\_\_\_

By signing below, I certify that the corrections entered above represent a true and accurate record of my time.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Approver: \_\_\_\_\_ Date: \_\_\_\_\_

**Approver Printed Name:** \_\_\_\_\_