

## Corrected Timesheet Procedure

After a timesheet has been submitted and a correction needs to be made, a manual "Corrected Timesheet" must be submitted.

Make all necessary corrections on the "Corrected Timesheet" and write "**Corrected Timesheet**" at the top in **RED**. Please write the Social Security number at the top of the timesheet.

Also, write the date, time and the initials of the person doing the Corrected Timesheet at the top. This helps payroll in case there are any questions. We can contact the person completing timesheet.

Make notes in the comments section or at the far right of the timesheet regarding the corrections.

The employee and supervisor must sign and date the corrected timesheet before submitting to payroll.

Send it to Sandy Bain, Payroll Branch Manager, Capitol Annex, Room 196.  
Thanks.