

CISCO COLLEGE PAYROLL CORRECTION FORM

Employee Information

Employee Name:	
Employee ID:	
Div Chair/Dept Head:	
Semester:	
Date:	

ORIGINAL ENTRY (What initially processed through payroll)

Course Description	Lec	Lab	Lab x .66	Total Overload Hours	Overload x \$35.50	Total Pay	Budget #

CORRECT ENTRY (What should have processed through payroll)

Course Description	Lec	Lab	Lab x .66	Total Overload Hours	Overload x \$35.50	Total Pay	Budget #

Heather Hicks

Prepared By:

Date:

DIFFERENCE IN PAY

Corrected Amount	Payments Already Processed	Difference - Amount Due	Monthly Payment Correction			Budget #
			Month & Amount	Month & Amount	Month & Amount	

ADDITIONAL COMMENTS: