STUDENT WEB TIME ENTRY - ADJUSTMENT PAY SHEET

Authorized by: _____ Date: _____

Student Employee #	Student Employee Name	Position #	Applicable Hours	Hourly Rate	Applicable Date	Reason/Comments	Charge To

This form has been designed to report adjustments to hours reported through LORIS.

Adjustments may include hours not previously recorded, hours reported but not worked, overtime hours, statutory holiday worked hours, hours to be charged out.

Overtime is paid after 44 hours in one week, and is paid at time and one half.

Nov-11