



Payroll Correction Form

This correction is being requested for pay period _____

Employee Name _____

Work Location _____

Supervisor's Name _____

Today's Date _____

Enter hours EXACTLY as they were report to Paycom in this section

	SUN	MON	TUE	WED	THUR	FRI	SAT	WEEK TOTAL
Week1								
Week2								

Pay Period Total _____

Enter the CORRECT hours, as they should have been reported to Paycom, in this section

	SUN	MON	TUES	WED	THUR	FRI	SAT	WEEK TOTAL
Week1								
Week2								

Pay Period Total _____

Managers: Provide an explanation for the above discrepancy and the steps you have taken to avoid similar reporting problems in future.

Sign in sheets are required in order for this request to be processed

I certify that this is a true and accurate report of hours worked for this report period

I certify this is a true and accurate report of hours worked for this time period.

Manager Signature

Employee Signature