

MEMORANDUM

TO: _____, Human Resources

FROM: _____, _____
Contact Name Department

DATE: _____

SUBJECT: _____

Pay Period: Bi-Weekly Pay Period #: _____

Employee's Name: _____ **Employee's AIS #:** _____

Time: _____	_____	_____	_____
Originally Reported Time	Type of Leave	Corrected Time	Type of Leave

Explanation of Error: (Include the amount of time to be adjusted, what was originally reported, what should have been reported, and why the error occurred/request is being made.) **NOTE: Corrections will not be made further back than 2 months.**

Fiscal Officer Signature: _____ Date: _____

Email this correction to:

- ◆ Bi-weekly fringe = Richard Mansfield, richard.mansfield@siu.edu