For the Period _____ - _____   Current Date _____

Time Sheet Correction Request for Previously Reported Time

myGATE

Employee's Name _____   **M Number** _____

Position Number _____

Payroll ID	_____
Payroll	_____
FOAPAL	_____
Entered _____	**Verified** _____
SuperUser	
Payroll Office Only	

Week 1

REPORTED HOURS WORKED Week 1

Saturday HRS	Sunday HRS	Monday HRS	Tuesday HRS	Wednesday HRS	Thursday HRS	Friday HRS	Total HRS
Reg Hours ____	Reg Hours ____	Reg Hours ____	Reg Hours ____	Reg Hours ____	Reg Hours ____	Reg Hours ____	Reg Hours ____
Vacation ____	Vacation ____	Vacation ____	Vacation ____	Vacation ____	Vacation ____	Vacation ____	Vacation ____
Sick ____	Sick ____	Sick ____	Sick ____	Sick ____	Sick ____	Sick ____	Sick ____
Holiday ____	Holiday ____	Holiday ____	Holiday ____	Holiday ____	Holiday ____	Holiday ____	Holiday ____
Other ____	Other ____	Other ____	Other ____	Other ____	Other ____	Other ____	Other ____
Total	Total	Total	Total	Total	Total	Total	Total

ACTUAL HOURS WORKED Week 1

Saturday HRS	Sunday HRS	Monday HRS	Tuesday HRS	Wednesday HRS	Thursday HRS	Friday HRS	Total HRS
Reg Hours ____	Reg Hours ____	Reg Hours ____	Reg Hours ____	Reg Hours ____	Reg Hours ____	Reg Hours ____	Reg Hours ____
Vacation ____	Vacation ____	Vacation ____	Vacation ____	Vacation ____	Vacation ____	Vacation ____	Vacation ____
Sick ____	Sick ____	Sick ____	Sick ____	Sick ____	Sick ____	Sick ____	Sick ____
Holiday ____	Holiday ____	Holiday ____	Holiday ____	Holiday ____	Holiday ____	Holiday ____	Holiday ____
Other ____	Other ____	Other ____	Other ____	Other ____	Other ____	Other ____	Other ____
Total	Total	Total	Total	Total	Total	Total	Total

Week 2

REPORTED HOURS WORKED Week 2

Saturday HRS	Sunday HRS	Monday HRS	Tuesday HRS	Wednesday HRS	Thursday HRS	Friday HRS	Total HRS
Reg Hours ____	Reg Hours ____	Reg Hours ____	Reg Hours ____	Reg Hours ____	Reg Hours ____	Reg Hours ____	Reg Hours ____
Vacation ____	Vacation ____	Vacation ____	Vacation ____	Vacation ____	Vacation ____	Vacation ____	Vacation ____
Sick ____	Sick ____	Sick ____	Sick ____	Sick ____	Sick ____	Sick ____	Sick ____
Holiday ____	Holiday ____	Holiday ____	Holiday ____	Holiday ____	Holiday ____	Holiday ____	Holiday ____
Other ____	Other ____	Other ____	Other ____	Other ____	Other ____	Other ____	Other ____
Total	Total	Total	Total	Total	Total	Total	Total

ACTUAL HOURS WORKED Week 2

Saturday HRS	Sunday HRS	Monday HRS	Tuesday HRS	Wednesday HRS	Thursday HRS	Friday HRS	Total HRS
Reg Hours ____	Reg Hours ____	Reg Hours ____	Reg Hours ____	Reg Hours ____	Reg Hours ____	Reg Hours ____	Reg Hours ____
Vacation ____	Vacation ____	Vacation ____	Vacation ____	Vacation ____	Vacation ____	Vacation ____	Vacation ____
Sick ____	Sick ____	Sick ____	Sick ____	Sick ____	Sick ____	Sick ____	Sick ____
Holiday ____	Holiday ____	Holiday ____	Holiday ____	Holiday ____	Holiday ____	Holiday ____	Holiday ____
Other ____	Other ____	Other ____	Other ____	Other ____	Other ____	Other ____	Other ____
Total	Total	Total	Total	Total	Total	Total	Total

Specific Reason for Correction _____

_____ _____ _____   _____ _____
Employee's Signature   Date   Phone number   Approver's Signature   Date

Please send original with signatures to Payroll Office. Please keep a copy for your records.