



Payroll Resolution Form

Payroll Department

payroll@drexel.edu

Tel: 215.895.2885

This form is to be used by the supervisor/timekeeper to report time entry corrections and other payroll-related issues to the Payroll Department. Employees may not report corrections to their own hours worked. Supervisors/Timekeepers must provide employees with a copy of this form for all submissions. Employee signature is required on all resolution forms reporting a reduction in hours paid.

Hours that are not properly reported and approved through Web Time Entry are not guaranteed to be paid on the regular pay day and will be included in the following regular biweekly payroll run.

*Please complete all fields on this form. Time In and Time Out are required for all student employee and federal work study Web*Time Entry corrections. For professional staff, only report total hours per day. Forms with missing or incomplete information will be returned to the originating department for correction.*

Submit forms through AskDrexel (askdrexel.drexel.edu) under the Administrative Services/Payroll/Payroll Resolution Forms topic

Employee and Job Information

Drexel University

Academy of Natural Sciences

Employee Name: ID: Pay Period End:

Org Number: Position Number: Pay Date:

Web*Time Entry Corrections

(This section must be completed for all additions or changes to the hours reported and approved through Web*Time Entry)

Earning Codes:		Regular -REG	Overtime- O15	Vacation - VAC	Sick- SIC	Floating Holiday- PER	Holiday-HOL	Jury Duty- JUR	Funeral- FUN	Winter Break - BRK	Admin Closing - SNO				
Day	Date	Code	Time In	Time Out	Total Hours	Reported	Difference	Day	Date	Code	Time In	Time Out	Total Hours	Reported	Difference
Sat								Sat							
Sun								Sun							
Mon								Mon							
Tue								Tue							
Wed								Wed							
Thurs								Thurs							
Fri								Fri							
TOTAL WEEK 1:								TOTAL WEEK 2:							

Time Correction Reason:

Timesheet Not Submitted Before Deadline Timesheet Not Approved Before Deadline Incorrect Hours Were Submitted and Approved
No Timesheet Available Before Deadline - Job Not Active Please have Payroll contact our department for Web*Time Entry Training.

All Other Corrections - Description of Problem and Request for Action

Employee's Timekeeper/Supervisor- I verify that a copy of this form has been provided to the employee above.

Name Phone Signature Date
Signature Required

Timekeeper's Supervisor/Department Head

Name Phone Signature Date
Signature Required

Employee Acknowledgement (Required on all forms reporting a reduction in hours paid)

I have reviewed this form and certify that the information reported is correct. If this adjustment reduces the number of hours previously paid to me, I authorize the Payroll Department to deduct those hours from my next pay check.

Signature Date