

Exempt Leave Reporting Resolution

Once your leave report has been approved by your supervisor, changes cannot be made to the report electronically. Complete this form to make changes to your previously submitted electronic exempt leave report.

Return completed form to HRIS for processing: 3201 Arch St, Suite 430 | Fax: 215.895.5813 or Email: hris@drexel.edu

Employee of: Drexel University

EMPLOYEE INFORMATION

Last Name

Home Org

First Name

Position Number

Employee ID

REASON FOR NECESSARY CORRECTION

SUPERVISOR/TIMEKEEPER INFORMATION

Name

Signature _____

Date

Phone Number

Email Address