



# Payroll Resolution Form

Payroll Department

1505 Race Street, 9th Floor, MS 1062  
Philadelphia, PA 19102  
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 bi-weekly 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**

Instructions for submitting requests through AskDrexel are available on the Payroll web page at: <http://www.drexel.edu/comptroller/payroll/instructions/>

### Employee and Job Information

Drexel University

Academy of Natural Sciences

Drexel University Online

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		<input type="text"/>						Sat		<input type="text"/>					
Sun		<input type="text"/>						Sun		<input type="text"/>					
Mon		<input type="text"/>						Mon		<input type="text"/>					
Tue		<input type="text"/>						Tue		<input type="text"/>					
Wed		<input type="text"/>						Wed		<input type="text"/>					
Thurs		<input type="text"/>						Thurs		<input type="text"/>					
Fri		<input type="text"/>						Fri		<input type="text"/>					
<b>TOTAL WEEK 1:</b>								<b>TOTAL WEEK 2:</b>							

### Time Correction Reason:

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

Instructions for submitting and approving hours using Web Time Entry are available on the Payroll web page at: <http://www.drexel.edu/comptroller/payroll/instructions/>

### 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 \_\_\_\_\_