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## Completion Guidelines

The Payment Correction Request should be used when a payroll check for any individual is incorrect. This request can be used for corrections to payroll for both exempt (salaried) and non-exempt (hourly) staff.

Reasons that a payroll check may be incorrect include:

- Not all hours reported for a given pay period; or
- An authorized increase in pay is not reflected. A copy of PAF of pay rate change should be included with the request.

### Start and End Dates

Enter the start and end dates for the pay period in which the payment should be booked. This is VITAL when requesting a payment that affects Effort Reporting (and will help you avoid processing a journal entry correction.)

EXAMPLES:

Bi-weekly employee:    START: 12/16/2012    END: 12/29/2012

Salaried employee:    START: 12/1/2012    END: 12/31/2012

Please note: Payment corrections can cross MULTIPLE pay periods.

### Valid Earnings Types

The valid earnings types are:

1. Prior Regular
2. Prior Sick
3. Prior Vacation
4. Prior Overtime
5. Prior Personal
6. Prior Holiday
7. Prior Shift Differential (e.g., second or third shift)
8. Prior Premium Pay (e.g., weekend premium)
9. Prior On-Call Pay
10. Prior Bereavement
11. Prior Jury Duty
12. Prior Summer Pay

For other earnings types, please [click here](#) to contact the HR Processing office via email.