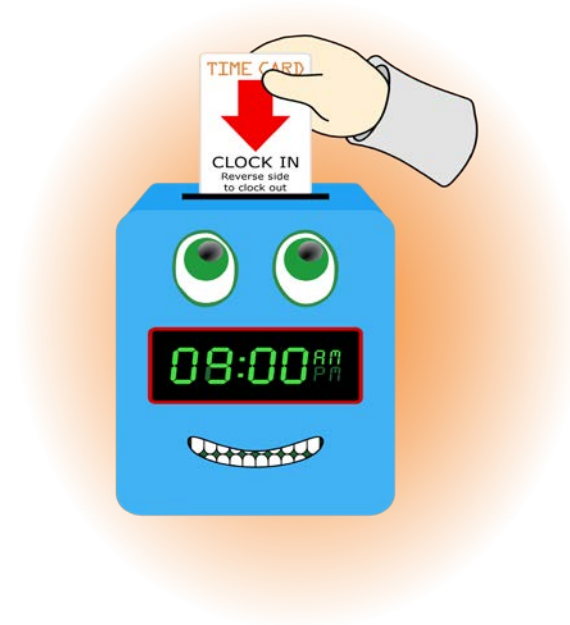


# Adjustment Time Sheets





# Adjustment Time Sheets

- ALL Adjustment Timesheets are now submitted via DocuSign.
- NO paper timesheets will be accepted any longer.
- Simply go to forms on the Payroll website and click on “Adjustment Time Sheet”  
(<https://na3.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=5d46f038-03c1-4a32-a162-b3703b88faf4&env=na3-eu1&acct=e26aafed-2033-453b-b5cb-05c03d38595d>) and fill out as explained below in the presentation.



# Adjustment Time Sheets

- Used for Biweekly paid employees only
- Adjusts time submitted on the Web Time Sheet after the deadline or payroll has passed
- Submit time for a past payroll
- Total of top section must equal total of bottom section
- Top section tells type of earnings being adjusted and bottom tells hours by day



# Adjustment Time Sheets

- Payroll ID is BW
- Payroll Number and the dates of the payroll periods may be found on the Payroll Schedules web site for the current Fiscal Year (2019-20) (<http://www.memphis.edu/payroll/schedules.php>)
- E.C. to the far left hand side of form is used to enter an earnings code that is not already listed or one that is listed at the box on the lower right hand side
- Most common earnings codes:
  - 009 – Regular pay for benefit eligible employees
  - 014 – Graduate Assistant – Doctoral
  - 015 – Graduate Assistant – Master’s
  - 019 – Hourly Temporary Employees
  - 025 – Work-Study Students
  - 026 – Regular Student Worker
  - 032 – Overtime 1.0 (Straight OT)
  - 035 – Overtime 1.5 (Premium OT)
  - 150 – Holiday
  - 152 – Inclement Weather
  - 170 – Annual Leave
  - 180 – Sick Leave
  - 420 – Leave without Pay

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Adjustment Time Sheet

### Total Adjustment Hours

| Payroll ID:        | Hours Present |             |         | Hours on Leave With Pay |        |       |
|--------------------|---------------|-------------|---------|-------------------------|--------|-------|
|                    | Regular       | Straight OT | Prem OT | Sick                    | Annual | Other |
| Payroll No.:       |               |             |         |                         |        |       |
| Dept:              |               | 032         | 035     | 180                     | 170    | EC    |
| Organization Code: |               |             |         |                         |        |       |
| Name:              |               |             |         |                         |        | EC:   |
| UID:               |               |             |         |                         |        |       |
| Position No.:      | Suffix:       |             |         |                         |        |       |
| Earnings Code:     |               |             |         |                         |        |       |
| Total:             |               |             |         |                         |        | 0     |

### Detailed Adjustment Hours

For the Pay Period Beginning: \_\_\_\_\_ Through: \_\_\_\_\_

|                      | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Total Hours |
|----------------------|-----|-----|-----|-----|-----|-----|-----|-------------|
| Week 1 of Pay Period | (+) | (+) | (+) | (+) | (+) | (+) | (+) | 0.0         |
|                      | (-) | (-) | (-) | (-) | (-) | (-) | (-) | 0.0         |
| Week 2 of Pay Period | (+) | (+) | (+) | (+) | (+) | (+) | (+) | 0.0         |
|                      | (-) | (-) | (-) | (-) | (-) | (-) | (-) | 0.0         |
| Total:               |     |     |     |     |     |     |     | 0.0         |

### Earning Codes:

150 Holiday  
 152 Inclement Weather  
 185 Bereavement  
 230 Military Leave  
 310 Jury Duty  
 315 Voting Leave  
 420 Unpaid Leave - LWOP

I certify that supporting time card(s) and/or time clock document(s) signed by the employee and approved by the supervisor are on file in this department for the employee listed above.

I hereby certify that the time in attendance, hours worked, and leave time reported above is true and accurate and in compliance with provisions of the fair labor standards act and University policy and procedures. All services were performed for the benefit of this budgetary unit. All work assignments for CWSP students have been performed in a satisfactory manner.

Department Head Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# Adjustment Time Sheet Examples

- Regular employee, John Doe, reported time as Regular but actually was out on sick leave

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Adjustment Time Sheet

## Total Adjustment Hours

| Payroll ID: BW            | Hours Present |             |         | Hours on Leave With Pay |        |       |
|---------------------------|---------------|-------------|---------|-------------------------|--------|-------|
|                           | Regular       | Straight OT | Prem OT | Sick                    | Annual | Other |
| Payroll No.: 22           |               |             |         |                         |        |       |
| Dept: Testing             |               | 032         | 035     | 180                     | 170    | EC    |
| Organization Code: 123456 |               |             |         |                         |        |       |

|                      |       |  |  |      |  |     |
|----------------------|-------|--|--|------|--|-----|
| Name: John Doe       |       |  |  |      |  | EC: |
| UID: U12345678       |       |  |  |      |  |     |
| Position No.: 002900 | -7.50 |  |  | 7.50 |  |     |
| Suffix: 00           |       |  |  |      |  |     |
| Earnings Code:       |       |  |  |      |  |     |
| Total:               |       |  |  |      |  | 0   |

## Detailed Adjustment Hours

For the Pay Period Beginning: 10/14/2017 Through: 10/28/17

|                      | Sat | Sun | Mon | Tue | Wed | Thu | Fri     | Total Hours |
|----------------------|-----|-----|-----|-----|-----|-----|---------|-------------|
| Week 1 of Pay Period | (+) | (+) | (+) | (+) | (+) | (+) | (+)     | 0.0         |
|                      | (-) | (-) | (-) | (-) | (-) | (-) | (-)     | 0.0         |
| Week 2 of Pay Period | (+) | (+) | (+) | (+) | (+) | (+) | (+) 7.5 | 7.5         |
|                      | (-) | (-) | (-) | (-) | (-) | (-) | (-) 7.5 | -7.5        |
| Total:               |     |     |     |     |     |     |         | 0.0         |

### Earning Codes:

150 Holiday  
152 Inclement Weather  
165 Deactivation  
230 Military Leave  
310 Jury Duty  
315 Voting Leave  
420 Unpaid Leave - LWOP

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Department Head Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# Adjustment Time Sheet Examples

- Student worker, Jane Smith failed to turn in time for the BW21 pay period, but did work.

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Adjustment Time Sheet

### Total Adjustment Hours

| Payroll ID: BW<br>Payroll No.: 21<br>Dept.: Admissions<br>Organization Code: 654321 | Hours Present |             |         | Hours on Leave With Pay |        |       |
|-------------------------------------------------------------------------------------|---------------|-------------|---------|-------------------------|--------|-------|
|                                                                                     | Regular       | Straight OT | Prem OT | Sick                    | Annual | Other |
|                                                                                     |               | 032         | 035     | 180                     | 170    | EC    |

|                                 |    |     |
|---------------------------------|----|-----|
| Name: Jane Smith                | 40 | EC: |
| UID: U67891234                  |    |     |
| Position No.: 019289 Suffix: 00 |    |     |
| Earnings Code: 026              |    |     |
| Total:                          |    | 40  |

### Detailed Adjustment Hours

For the Pay Period Beginning: 09/30/2017 Through: 10/13/17

|                      | Sat | Sun | Mon     | Tue     | Wed     | Thu     | Fri     | Total Hours |
|----------------------|-----|-----|---------|---------|---------|---------|---------|-------------|
| Week 1 of Pay Period | (+) | (+) | (+) 4.0 | (+) 4.0 | (+) 4.0 | (+) 4.0 | (+) 4.0 | 20.0        |
|                      | (-) | (-) | (-)     | (-)     | (-)     | (-)     | (-)     | 0.0         |
| Week 2 of Pay Period | (+) | (+) | (+) 4.0 | (+) 4.0 | (+) 4.0 | (+) 4.0 | (+) 4.0 | 20.0        |
|                      | (-) | (-) | (-)     | (-)     | (-)     | (-)     | (-)     | 0.0         |
| Total:               |     |     |         |         |         |         |         | 40.0        |

- Earning Codes:**
- 150 Holiday
  - 152 Inclement Weather
  - 165 Bereavement
  - 230 Military Leave
  - 310 Jury Duty
  - 315 Voting Leave
  - 420 Unpaid Leave - LWOP

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Department Head Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# Adjustment Time Sheet Examples

- Hourly temporary employee, Alex Fall, stayed over to help with project after BW22 time was submitted and approved. Overtime was not reported.

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Total Adjustment Hours

| Payroll ID: BW<br>Payroll No.: 22<br>Dept: Landscape<br>Organization Code: 987654          | Hours Present |             |         | Hours on Leave With Pay |        |       |
|--------------------------------------------------------------------------------------------|---------------|-------------|---------|-------------------------|--------|-------|
|                                                                                            | Regular       | Straight OT | Prem OT | Sick                    | Annual | Other |
|                                                                                            |               | 032         | 035     | 180                     | 170    | EC    |
| Name: Alex Fall<br>UID: U897296401<br>Position No: 004897 Suffix: 00<br>Earnings Code: 019 |               | 2.50        | 3.0     |                         |        | EC:   |
| Total:                                                                                     |               |             |         |                         |        | 5.5   |

Detailed Adjustment Hours

For the Pay Period Beginning: 10/14/2017 Through: 10/28/17

|                      | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Total Hours |
|----------------------|-----|-----|-----|-----|-----|-----|-----|-------------|
| Week 1 of Pay Period | (+) | (+) | (+) | (+) | (+) | (+) | (+) | 0.0         |
|                      | (-) | (-) | (-) | (-) | (-) | (-) | (-) | 0.0         |
| Week 2 of Pay Period | (+) | (+) | (+) | (+) | (+) | (+) | (+) | 5.5         |
|                      | (-) | (-) | (-) | (-) | (-) | (-) | (-) | 0.0         |
| Total:               |     |     |     |     |     |     |     | 5.5         |

**Earning Codes:**

|     |                     |
|-----|---------------------|
| 150 | Holiday             |
| 152 | Incliment Weather   |
| 165 | Bereavement         |
| 230 | Military Leave      |
| 310 | Jury Duty           |
| 315 | Voting Leave        |
| 420 | Unpaid Leave - LWOP |

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Department Head Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# Adjustment Time Sheet Examples

- Student worker, Emily Johnson, reported and turned in time that she was going to be at work on the 2<sup>nd</sup> Friday of the time period, but she did not show up for work.

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Adjustment Time Sheet

### Total Adjustment Hours

| Payroll ID: BW            | Hours Present |             |         | Hours on Leave With Pay |        |       |
|---------------------------|---------------|-------------|---------|-------------------------|--------|-------|
|                           | Regular       | Straight OT | Prem OT | Sick                    | Annual | Other |
| Payroll No.: Z3           |               |             |         |                         |        |       |
| Dept: Help Desk           |               | 032         | 035     | 180                     | 170    | EC    |
| Organization Code: 849721 |               |             |         |                         |        |       |

|                                 |      |  |  |  |  |      |
|---------------------------------|------|--|--|--|--|------|
| Name: Emily Johnson             | -3.5 |  |  |  |  | EC:  |
| UID: U54829716                  |      |  |  |  |  |      |
| Position No.: 002009 Suffix: 00 |      |  |  |  |  |      |
| Earnings Code: 026              |      |  |  |  |  |      |
| Total:                          |      |  |  |  |  | -3.5 |

### Detailed Adjustment Hours

For the Pay Period Beginning: 10/29/2017 Through: 11/10/17

|                      | Sat | Sun | Mon | Tue | Wed | Thu | Fri     | Total Hours |
|----------------------|-----|-----|-----|-----|-----|-----|---------|-------------|
| Week 1 of Pay Period | (+) | (+) | (+) | (+) | (+) | (+) | (+)     | 0.0         |
|                      | (-) | (-) | (-) | (-) | (-) | (-) | (-)     | 0.0         |
| Week 2 of Pay Period | (+) | (+) | (+) | (+) | (+) | (+) | (+)     | 0.0         |
|                      | (-) | (-) | (-) | (-) | (-) | (-) | (-) 3.5 | -3.5        |
| Total:               |     |     |     |     |     |     |         | -3.5        |

### Earning Codes:

150 Holiday  
 152 Inclement Weather  
 165 Bereavement  
 230 Military Leave  
 310 Jury Duty  
 315 Voting Leave  
 420 Unpaid Leave - LWOP

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Department Head Signature: \_\_\_\_\_ Date: \_\_\_\_\_