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](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
Adjustment Time Sheet Examples

• Regular employee, John Doe, reported time as Regular but actually was out on sick leave
Adjustment Time Sheet Examples

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

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