

# Payroll Change Forms for Staff

To correct PREVIOUS HOURS for a Regular Employee (Staff), send a completed and signed **PAYROLL CHANGE FORM** to [payroll@rit.edu](mailto:payroll@rit.edu).

- ALL pertinent fields must be completed (include rate, account number, hours/pay codes to add, hours/pay codes to deduct).
- Forms submitted by 11:00 am on Sign-Off Fridays are paid the following pay date. Late or incomplete forms may result in delayed payment.
- Employees *and* Supervisors must sign the form.
- Accepted signatures:
  - ✓ Digital with visible date stamp
  - ✓ Physical Signature including date

**PAYROLL CHANGE FORM**

This form is used to correct earnings or pay codes for hourly employees for a **PRIOR** pay period. Email completed and signed form to Payroll@rit.edu. Adjustments will be processed with the next payroll.

Employee Name:		Employee Number/Badge Number/UID:			
Account Number: <input type="checkbox"/>					
Entity	Department	Object	FEC	Project	Program
					00000

**\*\*USE FOR HOURLY EMPLOYEE ADJUSTMENTS:**

<b>Pay period missed:</b> <i>(use dates from d/vw pay schedule)</i> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<b>Reason for Adjustment:</b> <input type="checkbox"/> Late time card hrs <input type="checkbox"/> Supervisor Error <input type="checkbox"/> Not on system @ sign-off <input type="checkbox"/> Incorrect Pay Code Used <input type="checkbox"/> Missing Punch(es) <input type="checkbox"/> Other: <div style="border: 1px solid black; width: 50px; height: 15px;"></div> <small><i>(attach time card)</i></small>	<b>Hourly Pay Rate:</b> <i>(Verify in Kronos: People Screen - Job Assignment Tab)</i> \$ <div style="border: 1px solid black; width: 40px; height: 15px;"></div>
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Date	In AM/PM	Out AM/PM	In AM/PM	Out AM/PM	Pay Code*	Total Daily Hrs <i>(Decimal Format)</i>
*Pay Codes: (Not used for Students): S = Sick; V = Vacation; E = Excused w/ Pay; H = Holiday						TOTAL HOURS: <div style="border: 1px solid black; width: 80px; height: 20px;"></div>

**\*\*USE FOR ADJUSTMENTS TO GRAD ASS'T SALARIES, STIPENDS OR RATE INCREASES:**

<b>Pay Period(s) Missed:</b> <i>(use dates from d/vw pay schedule)</i> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<b>Reason for Adjustment:</b> <input type="checkbox"/> G.A. Salary missed <input type="checkbox"/> Rate Increase - Late <input type="checkbox"/> Stipend missed <small><i>(paperwork must be submitted in SEO)</i></small>
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Pay Code*	G.A. or Stipend	Rate Increase		Total \$ to be adjusted
	\$ Amount per pay period x No. of pay periods to be pd.	Rate Increase <i>(change in rate only)</i>	Total Hrs. Affected <small><i>(Print time card w/ range of dates back to date increase effective)</i></small>	

\*Pay codes: GA = Grad Ass't Salary; S = Stipend; RI = Rate Increase

Employee Signature:	Date:
Your signature certifies that this information is accurate and complete. NOTE: Employee approval of hrs. from an RIT DCE email account will be accepted in lieu of signature.	
Supervisor Print Name:	Supervisor Signature:
Date:	*Extension:

Your signature certifies that you have reviewed the above changes and agree they are accurate and complete.

Rev Aug 2023