

**UNC PEMBROKE PAYROLL FORM  
CORRECTION OF HOURS OR PAY-RATE  
BI-WEEKLY CORRECTION FORM**

**Name** \_\_\_\_\_ **Position Number/Dept.** \_\_\_\_\_

<b>Reported Hours:</b>			<b>Corrected Hours:</b>		
Regular hours: _____	Rate of pay: _____	Date: _____	Regular hours: _____	Rate of pay: _____	Date: _____
Regular hours: _____	Rate of pay: _____	Date: _____	Regular hours: _____	Rate of pay: _____	Date: _____
Regular hours: _____	Rate of pay: _____	Date: _____	Regular hours: _____	Rate of pay: _____	Date: _____
Regular hours: _____	Rate of pay: _____	Date: _____	Regular hours: _____	Rate of pay: _____	Date: _____
Regular hours: _____	Rate of pay: _____	Date: _____	Regular hours: _____	Rate of pay: _____	Date: _____

**Student/Temp Assistant's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Student/Temp Assistant's Banner ID** \_\_\_\_\_

**Supervisor's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Supervisor's Name (Print or Type)** \_\_\_\_\_

***This form is to be turned into Payroll only if Braveweb web time entry timesheet has already been approved by the Supervisor via Braveweb Self Service. Correction will be made during first or next available bi-weekly pay period.***

**For Payroll Use Only**

Payroll Office Received Date	Pay Period ID (BW #)	Pay Period Pay Date	Date Processed	Payroll Employee Name (Print and Signature)