



Corrected Shift Form

Instructions: Use this form to make a correction to a payroll entry that has already been submitted through the Accel phone or web system. **This form is for correcting existing entries, and should not be used to submit a new payroll entry.** This form should only be used to correct the date, start time, end time, task code, customer or mileage for a shift that has already been reported. If you have not already reported the shift through the phone or web, this form will not be processed. Please follow steps 1-4 below to report the original shift and the corrected information

1. Please print your name: _____

2. Please print the start time, end time, date and customer as they were originally reported so that we can locate the shift that needs to be corrected.

Start Time:	(circle one) AM PM	End Time:	(circle one) AM PM	Date:		Customer	
-------------	-----------------------	-----------	-----------------------	-------	--	----------	--

3. Please check the box next to the statement that best describes your error. Print the data as it should have been recorded in the box asking for the correct data. If you are submitting a change to a task code or mileage, please list the original data and the correct data.

<input type="checkbox"/>	<u>The date that I reported was incorrect:</u>	Correct date:	<input style="width: 90%;" type="text"/>
<input type="checkbox"/>	<u>The customer that I reported was incorrect</u>	Correct customer:	<input style="width: 90%;" type="text"/>
<input type="checkbox"/>	<u>The start time that I reported was incorrect</u>	Correct start time:	<input style="width: 70%;" type="text"/> AM PM
<input type="checkbox"/>	<u>The end time that I reported was incorrect</u>	Correct end time:	<input style="width: 70%;" type="text"/> AM PM
<input type="checkbox"/>	<u>The task code that I reported was incorrect</u>	Task code originally reported:	<input style="width: 30%;" type="text"/> Correct task code: <input style="width: 30%;" type="text"/>
<input type="checkbox"/>	<u>The mileage that I reported was incorrect</u>	Mileage originally reported:	<input style="width: 30%;" type="text"/> Correct mileage: <input style="width: 30%;" type="text"/> Mileage purpose: <input style="width: 30%;" type="text"/>

4. Sign and date this form:

I certify that the information listed above is accurate to the best of my knowledge, and that this shift was originally reported via the phone or the web and I am only submitting a correction.

Signature _____ Date _____

For office use only

Supervisors: Please check the appropriate box and sign and date this form.

<input type="checkbox"/> This shift was originally reported through the phone or the web and these changes are approved.	<input type="checkbox"/> These changes are not approved because the shift was not reported through the phone or the web.	<input type="checkbox"/> These changes are not approved because the corrected data is inaccurate.
--	--	---

Name _____ Title _____ Date _____

For fiscal use only

Date changed in Accel: _____ Initials: _____