



TIME AND ATTENDANCE CORRECTIONS AND OMISSIONS MEMORANDUM

Date	Employee Name (Please Print-First, MI, Last)	Pay Period Number BW _____ MO _____	Employee Number <table style="width: 100%; border: none;"><tr><td style="width: 10%; border: 1px solid black;"> </td><td style="width: 10%; border: 1px solid black;"> </td><td style="width: 10%; border: 1px solid black;"> </td><td style="width: 10%; border: 1px solid black;"> </td><td style="width: 10%; border: 1px solid black;"> </td><td style="width: 10%; border: 1px solid black;"> </td><td style="width: 10%; border: 1px solid black;"> </td></tr></table>							

INSTRUCTIONS:

1. This form is used for *all* employee T&A Corrections and Omissions.
2. A signed, original Time and Leave Report (FS 73-82), for the time period being corrected must be attached to this form and sent to the Office of Payroll Management, Gatehouse Administration Center, Suite 2200, **Copies cannot be accepted.**
3. If an incorrect index-subobject code was used in reporting time and attendance: Submit a Journal Entry (JE) in FOCUS with the correct codes and attach the appropriate backup documentation. Indicate the corrective action taken (i.e. JE) on the FMR and in the Financial Services FMR Reconciliation Reporting application.

TIME AND ATTENDANCE WAS REPORTED AS:

Date MM/DD/YY	Hours	Time Code	Position (hourly positions only)	Index	Subobject

TIME AND ATTENDANCE SHOULD HAVE BEEN REPORTED AS:

Date MM/DD/YY	Hours	Time Code	Position (hourly positions only)	Index	Subobject

Reason for Correction

Work Location Name	TAP	Phone Number
Date	Principal/Director or Administrative Designee Signature	Print Name