 **Timecard Correction Request**

**for Previous Pay Period**

|  |  |
| --- | --- |
| **Date Requested** |  |
| **Employee Name** (Last, First) |  | **Employee #:** |  |
| **Department Name:** |  | **Department #:** |  |
| **Manager Name:** |  | **Phone #:** |  |
| **Manager’s Signature:** |  |  |  |
| **\*Battalion Chief Name & Signature (FRS Only):** |  | **Phone #:** |  |
| **Pay Period Begins:** |  | **Pay Period End:** |  |
| **Describe Change Required:** |  | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Add or Delete Reported Hours for a Specific Date(s)** | | | | | |
|  | | | | **Transfer Codes to Be Charged\*\*\*** | | |
| **Add/ Delete** | **Date** | **Pay Code** | **Hours** | **Cost Center** | **Project Task & Exp Org** | **Activity Code / Reason Code** |
| **EX: Add** | **01/04/09** | **Hours Worked (should be paid as Overtime)** | **1.5** | **CC 32590** | **PT 2001927-Gen001 50660** | **A20**  **or COR200** |
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**MCFRS Personnel Only:** Do not send the form directly to Payroll. The Form must be sent to your Battalion Chief for review and approval prior to submitting to[**fire.mcfrs-mctime@montgomerycountymd.gov**](mailto:fire.mcfrs-mctime@montgomerycountymd.gov) **.**

**EMAIL to: Finance, Payroll (**[**financepayroll@montgomerycountymd.gov**](mailto:financepayroll@montgomerycountymd.gov) **) Or FAX:** **240-777-8843**

\*\*\* **Note:** Timecard correction should not be submitted for accounting purposes. A journal entry should be submitted to General Accounting Section.

**NOTE:** The correction will appear on the Historical Edit tab (Manager View only) in the Pay Period that when processed and in the grid of the original pay period as a shaded transaction. Employees can view the information in Totals Summary.

**FOR PAYROLL TEAM ONLY**

* Date Processed Effective Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Include in MCtime totals for:

\_\_ Totals for effective date, current pay rate equals historical pay rate

\_\_ Impact Accruals (use only when Leave codes are affected)

Leave boxes blank if the correction was made in HRMS, and just updating MCtime

\_\_ Sent confirmation email: Correction Completed