CISCO COLLEGE PAYROLL CORRECTION FORM

Employee Information	
Employee Name:	
Employee ID:	
Div Chair/Dept Head:	
Semester:	
Date:	

ORIGINAL ENTRY (What initially processed through payroll)

Course Description	Lec	Lab	Lab x .66	Total Overload Hours	Overload x $3 ñ. ñ ì	Total Pay	Budget #

CORRECT ENTRY (What should have processed through payroll)

Course Description	Lec	Lab	Lab x .66	Total Overload Hours	Overload x $3 ñ. ñ ì	Total Pay	Budget #

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By:
Date:

DIFFERENCE IN PAY

Corrected Amount	Payments Already Processed	Difference - Amount Due	Monthly Payment Correction			Budget #
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ADDITIONAL COMMENTS: