

Paysheet Update/Change Request

See Instructions on the following page.

Pay Period	Company (check one) <input type="checkbox"/> UMN <input type="checkbox"/> UNS	Empl ID
Employee Name		
Department ID	Empl Rcd #	Job Code

1. Earning Code	Hours	Rate	Amount
Combo Code			

2. Earning Code	Hours	Rate	Amount
Combo Code			

3. Earning Code	Hours	Rate	Amount
Combo Code			

Reason for Update/Change

Prepared By	Phone	Date
Department Authorized Signature	Phone	Date

PAYSHEET UPDATE/CHANGE REQUEST INSTRUCTIONS

The Paysheet Update/Change Request Form is used to make changes to paysheets prior to confirming payroll and running paychecks. Paysheet changes are primarily done to prevent overpayments. The Paysheet Update/Change Request instructs central Payroll Services to make changes to the paysheet for the pay period being processed. Paysheets may only be changed when Payroll Services is in the process of confirming the final steps in the payroll audit. All Requests received by noon on Friday will be processed. Requests received later than noon will be handled as time allows. Once the payroll is confirmed, paysheets may no longer be changed for that pay period.

The Paysheet Update/Request form may be used for the following Update/Changes:

- Reduction in salary amount
- Reduction in hours
- Reduction in hourly rate
- Change in Earning Code

When an employee has an Update/Change needed for more than one Empl Rcd#, a separate form must be completed for each Empl Rcd#. If additional information is needed, Payroll Services will immediately contact the individual who prepared the request.

Completed forms should be faxed to Payroll Services (612) 626-1053 or sent by courier or priority mail to Payroll Services 1300 S. 2nd St. Suite 545, Minneapolis, MN 55454.

Questions may be directed to Payroll Services (612) 625-2016.

Instructions on how to complete the form

Pay Period:	Pay period for the Update or Change
Company:	Company as it appears for that Empl Rcd #.
Empl ID:	Employee's Empl ID
Employee Name:	Employee's primary name as it appears in PeopleSoft.
Department Number:	Department number as shown on the Empl Rcd #.
Empl Rcd #:	Empl Rcd # for which the Update/Change is being requested.
Job Code:	Job Code as it appears on that Empl Rcd #.

Earnings and Distribution Section:

If the employee is "hourly" or "exception hourly"

- enter the earning code, hours, hourly rate, and distribution for the Update/Change.
- enter all the information exactly the way that the applicable Rcd # should be paid, including row(s) that are not being updated or changed.

If the employee is "salaried"

- enter the earning code, salary amount and distribution for the Update/Change.
- Enter all the information exactly the way that the applicable Rcd # should be paid, including row(s) that are not being updated or changed.

Reason for Update/Change: Enter the reason for the request

Prepared By, Phone and Date: Indicate name and phone number of the individual who completed the form.

Dept Authorized Signature, Phone and Date: To be signed by the authorized personnel within your department.