

Topic Area: Administrative	Subject: Time sheet adjustments
Effective Date: 12/15/2020	Page Number: 1
Approved Date: Revision Date:	Approved by: Administration
<p>1. Rationale or background:</p> <ul style="list-style-type: none"> To establish procedures to ensure the accuracy of timesheet submissions. <p>2. Procedures:</p> <p>If you must submit the <u>ULM Request for Leave Form</u> (the paper form submitted to HR in the event your leave occurred without electronic approval AND your time sheet has been approved for the pay period in the Banner system), please remember to do the following for the next pay period:</p> <ol style="list-style-type: none"> Locate the Earning column for Retro Sick (if Sick Leave) or Retro Annual (if Annual Leave). Fill in the number of total hours taken, for either Saturday or Sunday. Click the Comments box at the bottom of the page and specify the date(s) and the type of leave used. <u>Example:</u> Retro Sick Leave or Retro Annual Leave was taken on Date(s) 	