

University of Florida Prior 60 Day Request - Punch

Week Beginning _____

Department ID _____
 Employee Name _____
 UF ID _____
 Empl Rec # _____
 Pay Group _____

Preparer's Printed Name _____
 Preparer's Phone # _____

Time as it is Currently Recorded

	FRI	SAT	SUN	MON	TUE	WED	THUR
IN							
OUT							
IN							
OUT							
IN							
OUT							

Time as it Should Be Recorded

	FRI	SAT	SUN	MON	TUE	WED	THUR
IN							
OUT							
IN							
OUT							
IN							
OUT							

Comments:

I confirm that the employee listed hereon is performing the duties as required by his/her authorized position and should be paid from the account(s) as indicated. I will notify the Payroll Office immediately of any pay discrepancy so that appropriate adjustments can be made before warrants are delivered to the banks or departments. I also confirm that appropriate time and attendance records are being maintained for the employee listed.

 EMPLOYEE'S DESIGNATED TIME APPROVER DATE

Fax form to Payroll at 352-846-0166 or mail to PO Box 113201. Retain original in department.

Instructions for Prior 60 Day Request – Punch Form

- 1) **Week Beginning:** Enter the first day of the pay week for which you are requesting an adjustment to be entered in Time & Labor by University Payroll Services. Reminder: Pay weeks are from Friday to Thursday.
- 2) **Department ID:** Enter the department identification number for which the employee is hired.
- 3) **Employee Name:** Enter the employee's name for which the adjustment will be made.
- 4) **UFID:** Enter the employee's University of Florida Identification Number (also known as Employee Identification Number).
- 5) **Empl Rec #:** Enter the appropriate employee record number that is to be adjusted.
- 6) **Pay Group:** Enter the appropriate pay group identifier for the employee record number to be adjusted.
- 7) **Preparer's Printed Name:** Enter name of person preparing form.
- 8) **Preparer's Phone Number:** Enter phone number of preparer for contact purposes.
- 9) For the section titled "**Time as it is Currently Recorded,**" please enter the employee's punches as currently seen in Record Time for Punch (Manager Self Service --> Time Management --> Record Time --> Report Time). You should only record hours for the days that need to be changed. Reminder: Include AM and PM on each punch.
- 10) For the section titled "**Time as it Should be Recorded,**" please enter the employee's punches as should be entered. You should only record hours for the days that need to be changed. For days in which there should be no punches for the employee, please leave those days blank (i.e. employee recorded time and should not have recorded time). Your Central Payroll Administrator will enter or make changes to the time as it is shown in this section. Reminder: Include AM and PM on each punch.
- 11) For the section titled "**Comments,**" please enter any additional comments that should accompany the request.
- 12) Have the employee's designated time approver sign and date the form.
- 13) Please fax COMPLETED form to 352-846-0166 to the attention of the appropriate Central Payroll Personnel and retain the original for your records. Or mail original to the attention of appropriate Central Payroll Personnel at PO Box 113201 and retain a copy for departmental records.