

**GMU Human Resources & Payroll
Corrected Time Sheet Form: Wages**

Name: _____

Department: _____

GID #: _____

Organization #: _____

Position # and Suffix: _____

Time Sheet Period (Date range): _____

Earnings Category: _____ (WGR = Wage Regular Earnings; WSR = Work Study Regular Earnings)

	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	
Date:								Total
Week 1 Hours:								

	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	
Date:								Total
Week 2 Hours:								

Reason for Paper Submission (Check appropriate block): Original time sheet never submitted because _____
 _____ . Correction to original submission, a copy of which is attached, because _____
 _____ . Other reason: _____
 _____ .

I certify that the timesheet I am submitting correctly and accurately reflects my hours worked and/or leave taken during this time period. I understand that failure to submit my hours worked and/or leave taken according to the established procedures for my employment type and according to the established procedures may result in non-payment, incorrect payment, and/or disciplinary action. I further understand that any false submissions on my timesheet may result in disciplinary action.

Signature: _____ Approved By: _____ Ext. _____ Date: _____