

If corrections are needed on time sheet due day, your supervisor should make corrections to the actual time sheet until payroll cut-off.

If corrections are needed after time sheet due day, requests should be made within two pay periods of the error.

Employee Name:

EmplID:

Department:

Supervisor:

Regular

Contingent

Record Number:

Issue:

Pay Period End Date:

Explanation of Issue:

I attest all leave as represented on my time sheet and this form, are true and accurately reflect the leave used for the pay period above.

Employee Signature:

Date:

Supervisor Signature:

Date:

Email completed and signed forms to [leavebenefits@towson.edu](mailto:leavebenefits@towson.edu)

**OHR USE ONLY**

APPROVED

DENIED

APPROVED WITH MODIFICATION

APPROVED BY INITIALS: