Scott County
RETRO TIME ENTRY
Lawson

This form should be used to submit Retro Time Entry changes.

Directions:

1. Fill the form out accurately, remember to use negative (-) hours to subtract the original time entry.
2. Have Supervisor review and approve by signature.
3. Supervisor forwards form to Employee Relations Payroll staff via interoffice mail.

Employee's Name: _____ Supervisor's Name:_____
(Printed) (Printed)

	Date	Hours	Pay Code	Pay Code Description	Activity	Account Category	Comment
Original Entry **(example)**	01-02-2009	8.00-	100	Regular Pay	ERGEN	AT104	
New Entry **(example)**	01-02-2009	8.00	409	Paid Time Off	ERGEN	A1100	Didn't work this day
Original Entry							
New Entry							
Original Entry							
New Entry							
Original Entry							
New Entry							
Original Entry							
New Entry							

Employee's Signature:_____ Supervisor's Signature_____