

ADD TO NEXT PAY PERIOD

Missing time from a payroll period that has already been processed should NOT be added in Kronos. Instead, this is the form that should be completed, signed by a manager and submitted to your Payroll Representative.

Fields with asterisk (*) have a drop down list available

PL / Location* _____ 10-digit Dept # _____

Employee ID # _____ Employee Name: _____

Reason for Request (include date(s) and punch times) _____

Reason Time was not properly reviewed and attested by Employee: _____

Reason Time was not properly reviewed and approved by Manager/Timekeeper: _____

Prevention Plan: (what procedures have been put in place to prevent future occurrences)

Pay Code - Type of Hours*	Number of Hours Not Paid	"Charge To" If Not Home Dept
Other**	** (enter description of hours/dollars here	* hours/dollars here

Missing information due to* : Dept/Timekeeper Error

Form Prepared By: _____
Printed Name

Contact # : _____

Manager's Approval: _____
Printed Name

Manager Signature

Print Director's Name: _____

Fax completed form and backup documentation (copy of timecard) to Payroll at:
Atlanta Medical, Atl Med Ctr South, Spalding Regional, Sylvan Grove, North Fulton & Shared Services

EMAIL ONLY NO FAX

It is also possible to email this request directly to your Payroll Representative with electronic signature