

**Historical Edit Request Form Instructions**

**Section 1.**

Fill out all employee information necessary to process request: NSU ID, Employee name, Employee Type, Activity Code, and Job Name/#.

**Section 2.**

This section is used by hourly employees who need to make corrections to their punches on a signed off period.

- "Original Punches" should reflect the punches the employee was paid for.
- "Corrected Punches" should reflect what the punches need to be corrected to. *Please enter all in and out punches for that date.*

Non- Exempt

Section 2.

**Adjustment for Punches**

Day Select	MM/DD/YY Enter	Original Punches Enter In/out punches		Corrected Punches Enter In/out punches			
		IN	OUT	IN	OUT	IN	OUT
TUE	1/26/16	8:00am	10:00am	8:00am	10:00am	11:00am	5:00pm

Reason for change: Employee forgot to clock back in from lunch

**Section 3.**

Adjustment for Time- Off is used by all benefit applicable employees, hourly and salary. This section has an "Original or Docked Entry" and a "Corrected Entry".

- "Original Or Docked Entry" should reflect the original entry
- "Corrected Entry" should reflect the type of time off request the employee is requesting for a signed off pay period.

Example.

Section 3.

Employee on Leave with Matrix?

**Adjustment for Time- Off (VAC, PER, SIC, BER, JUR, STD)**

Day Select	MM/DD/YY Enter	Original or Docked Entry Select Type of Time Off & enter HRS		Corrected Entry Select Type of Time Off & enter HRS			
		TYPE	HRS	TYPE	HRS	IN	OUT
MOI	1/25/16	REG	3.00	VAC	3.00	2:00pm	5:00pm

- Request Reason:
- Missed Request
  - Docked Time
  - Approved STD

Reason for change: Missed cut off date

Section 4.

**Section 4.**

Both employee and supervisor/coordinator signatures are required for approval. Send completed form to payroll@nova.edu.

**Section 5.**

This section is for Payroll use only.

Section 1.

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Employee NSU ID # \_\_\_\_\_

Employee Last Name, First Name \_\_\_\_\_

Department Name \_\_\_\_\_

Activity Code \_\_\_\_\_

Job Name/# \_\_\_\_\_

Pay # \_\_\_\_\_

Pay Period Begin \_\_\_\_\_

Pay Period End \_\_\_\_\_

**Employee Type:**

- Exempt       Temp  
 Non- Exempt       Student

Section 2.

**Adjustment for Punches**

Day <i>Select</i>	MM/DD/YY <i>Enter</i>	Original Punches <i>Enter In/out punches</i>		Corrected Punches <i>Enter In/out punches</i>			
Day	DATE	IN	OUT	IN	OUT	IN	OUT

Reason for change: \_\_\_\_\_

Section 3.

Employee on Leave with Matrix? \_\_\_\_\_

**Adjustment for Time- Off (VAC, PER, SIC, BER, JUR, STD)**

Day <i>Select</i>	MM/DD/YY <i>Enter</i>	Original or Docked Entry <i>Select Type of Time Off &amp; enter HRS</i>		Corrected Entry <i>Select Type of Time Off &amp; enter HRS</i>			
Day	DATE	TYPE	HRS	TYPE	HRS	IN	OUT

**Request Reason:**

- Missed Approval  
 Missed Request  
 Docked Time  
 Approved STD

Reason for change: \_\_\_\_\_

Section 4.

Note: Changes, including monetary or other, will be included on the next pay cycle after the form is submitted. The deadline to submit the form to be included in the next cycle will be by Thursday, 3:00 pm after the pay date effected.

Employee Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Phone # \_\_\_\_\_ Date \_\_\_\_\_

Supervisor/ Coordinator Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Phone # \_\_\_\_\_ Date \_\_\_\_\_

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Section 5.

**Payroll Only:**

- Historical Edit       Historical Edit w/Pay   
 Historical Edit Log       Banner Correction

Entered by: \_\_\_\_\_