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AMSS Exception Reporting

Prior Pay Period Time/Leave Adjustment Form

I. Select Adjustment Type

◯ ADD OMITTED TIME/LEAVE USAGE
Report usage that cannot be entered via self service (time that is beyond 3 months old)

◯ CORRECT REPORTED TIME/LEAVE USAGE
Correct time worked/leave usage that was entered incorrectly for a prior pay period.

◯ DELETE REPORTED TIME/LEAVE USAGE
Delete time worked/leave usage that was entered in error for a prior pay period.

II. EMPLOYEE INFORMATION (ALL Fields Required)

Employee Name	Empl ID	Rec#	Department	Pay Period Month	Pay Period Year

III. LEAVE USAGE OR EARNED

*** Absence Types with an asterisk require the relationship to be listed in explanation field*

Absence Type	Begin Date	End Date	Total Hours	Brief explanation of adjustment (required)

IV. TIME WORKED FOR PAY

Time Reporting Code	Begin Date	End Date	Total Hours	Brief explanation of adjustment (required)

V. CERTIFICATION and AUTHORIZATION

I certify that the information on this form are accurate and in compliance with legal requirements.

Employee Signature _____ Date _____

Reviewer Signature (Optional) _____ Date _____

Authorized Approver in AMSS Signature (Required) _____ Authorized Approver Printed Name _____ Date _____

(01/2018)