Caltech

KRONOS HISTORICAL CORRECTION FORM

The purpose of this form is to request a correction to an approved and signed off time record prior to BW21-2022 in the Kronos system. Forms must be submitted no later than the Payroll Due Date.
Please attach a copy of the original timecard.
If there is a more urgent need, please email Payroll Services at Payroll@Caltech.edu.

SECTION I: CORRECTION TO BE MADE

UID#:

Employee Name:

Assignment #

Dept Name & ORG:

Date of Occurrence (Historical Date) :

Pay Code

Amount Due in Hours:

Reason for Correction/ Additional Comments:

If Applicable:

Assignment #

Transfer Dept Name & ORG:

SECTION II: EMPLOYEE SIGNATURE

Employee- By signing below, I agree to have Payroll adjust my time/paycheck for the above requested change to a previously approved and signed off time record (or attach employee email)

Employee Signature:

Date

SECTION III: SUPERVISOR/PAM SIGNATURE

Supervisor/PAM - By signing below, I approve the above change to the listed employee's time record and agree to have Payroll adjust the employee's time/paycheck for this adjustment to a previously approved and signed off time record.

Supervisor UID:

Supervisor Name (please print:

Supervisor or PAM Signature:

Date

Please complete, sign and return to:
Payroll Services
Payroll@Caltech.edu

FOR PAYROLL SERVICES USE ONLY:

Initials of Processor:
_____

Date Processed:
_____