MIT Libraries/SAP-HR Payroll Quick Reference

Approver Time Sheet Correction Form

Support staff and student workers are encouraged to complete a time sheet correction request form and send it to Approvers to review, approve and forward on to payroll@mit.edu and payroll-lib@mit.edu. However, if staff members do not complete the request form on their own, Approvers should use this form to request the corrections to approved time sheets that are more than ten (10) weeks in the past for students, or more than four (4) weeks in the past for Support staff. **Submit only one correction form per pay period.**

**To Complete and Submit a Time Sheet Correction Form**

1. Using an MIT supported web browser with certificates installed, navigate to MIT Atlas at http://atlas.mit.edu
2. Point to the Manage People tab and click the Request Time Sheet Correction link
3. Enter your first and last name in **Your Name**.
4. Enter your MIT email address in **Your Email Address**.
5. Enter the first and last name of the employee whose time sheet needs adjusting in **Employee’s Name**.
6. Enter the employee’s MIT email address in **Employee’s Email Address**. (If needed, click on MIT Directory link for assistance in finding an employee’s email address.)
7. Enter the employee’s MIT ID number in **Employee’s MIT ID**. **Refer to previous time sheet to find ID number.**
8. Enter “payroll-lib@mit.edu” in **Cc** to send a copy of the time sheet correction to Administrative Services; enter other email addresses if there others who should receive notification of correction.
9. Describe the reason for the change in **Reason for Change**. Be specific. Field will accommodate unlimited characters.
10. Enter the correct time sheet information in the first line item using all applicable fields. **Do not enter anything into the Temp Code field.** If correcting a student’s time sheet, enter the position title as it appears on the student’s time sheet in the **Position** field.
11. Repeat Step 10 for additional changes to the same time sheet, using the next blank line.
12. When all changes to an employee’s time sheet are entered and complete, click Send Correction Request at the top or bottom of the page. This automatically generates an email to the MIT Payroll Office.

Close the email confirmation window.

Click **Home** to exit the application.

Corrections/adjustments should appear in employee’s paycheck/stub within one to two pay periods.

For information regarding Libraries payroll policies and procedures, visit http://libguides.mit.edu/admin/payroll