

1 This form is used to make a correction to an approved time record and/or to change a start and end time.

2 Sections A - E are required
Section F is required only to change a start and end time

Sections G - I are required only to change any day in the entire weeks record
Section J - K are required for authorization

3 When changing the data within each day, include the entire entry as it should appear in WTE. DO NOT enter any information for any other day that is not changing

4 Complete one form for each week where changes are required.

5 Once required signatures are present, email the form to Timekeeping@nychhc.org and include your distribution code (E) in the subject line of your email. Failure to comply may result in delayed payments

NEW YORK CITY HEALTH + HOSPITALS TIME RECORD CHANGE FORM

LAST NAME: [A] [] FIRST NAME: [B] [] EMPLOYEE ID: [C] []

FACILITY: [D] [] DISTRIBUTION CODE: [E] []

F TO CHANGE START AND END TIMES PLEASE COMPLETE THIS SECTION

NEW START TIME: [] NEW END TIME: [] EFFECTIVE DATE: []

G DATE SUMMARY WEEK#	IN	OUT	TIME REPORTING CODE 1	TIME REPORTING CODE 2	REIMBURSEMENT CODE
SUNDAY	[]	[]	[]	[]	[]
H MM/DD/YY	[]	[]	[]	[]	[]
MONDAY	[]	[]	[]	[]	[]
TUESDAY	[]	[]	[]	[]	[]
WEDNESDAY	[]	[]	[]	[]	[]
I THURSDAY	[]	[]	[]	[]	[]
FRIDAY	[]	[]	[]	[]	[]
SATURDAY	[]	[]	[]	[]	[]

J EMPLOYEE SIGNATURE: []

K MANAGER OR AUTHORIZED DELEGATE SIGNATURE: []

L [RESET]

A ENTER Last Name

B ENTER First Name

C ENTER All 9 digits of employee ID number

D ENTER Facility

E ENTER Distribution Code (AKA Mail Drop ID found on upper right section of pay stub)

F Only complete this section if you are requesting a change to your start and end times

G ENTER the timekeeping week# or click on week# for a list of the week numbers.

H ENTER the dates of the week (Sunday through Saturday).

I ENTER changes as required for each day. include the entire days details as you would enter it in WTE. Do NOT enter just what is changing within the day. Do NOT enter detail in days where nothing is changing.

J ENTER Employee Signature

K ENTER Supervisor or Authorized Delegate Signature

L SELECT reset to clear page and start a new week