



K-State Student Union

Kronos Payroll Correction Request Form

In the event you have an error regarding incorrect hours per previous pay period, this form must be completed **IMMEDIATELY** and submitted to your direct supervisor. Supervisor's signature must be present before submission to HR to verify error.

Employee Information

Name: _____ Date: _____

Pay Period End Date: _____ Date Error Occurred: _____

Briefly Explain What Happened: _____

How the Error Needs Corrected: _____

Correct Time Worked

Initial Punch in for the day _____
Punch out for lunch _____
Punch back in from lunch _____
Punch out for the day _____

Employee Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

Human Resource's Signature: _____ Date: _____

Date correction was entered in Kronos: _____