



WEBTIME ADJUSTMENT/CORRECTION MEMO

Employee: _____ **Unit:** _____

Title: _____

ADJUSTMENT/CORRECTION			
DATE	HOURS	FROM (Code)	TO (Code)

Explanation of adjustment/correction:

Certification

(Must be signed by the employee, supervisor, if applicable, and unit director)

I certify that this Webtime Adjustment memorandum correctly reflects the adjustments/corrections that should be made for the employee listed on this memorandum.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Unit Director Signature: _____ Date: _____