Bi-Weekly Time Entry Adjustment Form Step-by-Step Guide

1) Enter the employee’s information
   a) Banner ID: Enter the employee’s Banner ID, do not use Social Security Number
   b) Name
   c) Position and Suffix
   d) Department Name
   e) Organization Code
   f) Preparer’s name & phone number
   g) Date of submission
2) Pay Period Number: Enter the pay period number which identifies when the original transaction occurred that requires the adjustment.
3) Adjust (+ or -):
   a) If the information was originally incorrect use the “-” along with the original hours
   b) On the next line use the “+” to indicate amount of hours that “should have been” processed.
4) Hours: Enter the number of hours for the adjustment
5) Earn Code: Enter the Earn Code associated with this adjustment
6) Shift: Enter the shift associated with this adjustment
7) Index:
   a) Key in the index associated with the adjustment.
   b) If the adjustment is for an index change only, submit a PHAREDS if the period has passed.
8) Adjustment Description:
   a) Original transaction date of correction (if applicable)
   b) Succinctly state the details of the change.
   c) If this adjustment is for prior missed hours, stop and enter hours in Banner Department Time Entry or LoboTime in the current pay period using applicable missed prior hours earn code.
9) Time Entry Type: Circle the type of time entry which was used at the time of the original transaction.
   Check either Banner Department Time Entry or LoboTime
   a) Signatures: Obtain the employee, their supervisor and the department Banner Time Keeper/Approver or a Time Manager for LoboTime signatures and date
### Bi-Weekly Time Entry Adjustment Form

**Banner ID:** 101234567  
**Name:** Smith, John A.

**Position # & Suffix:** SN0123-00  
**Dept.:** University Office  
**Org Code:** 123A

**Preparer:** Jane Chavez  
**Preparer Phone:** 7-1234  
**Date:** 5/1/2014

**Circle one:**  
- Banner Dept. Time Entry  
- Lobo Time

<table>
<thead>
<tr>
<th>Pay Period #</th>
<th>Adjust (+ or -)</th>
<th>Hours</th>
<th>Earn Code</th>
<th>Shift</th>
<th>Rate</th>
<th>Index</th>
<th>Adjustment Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2R10</td>
<td>+</td>
<td>5.0</td>
<td>015</td>
<td>1</td>
<td>$5.00</td>
<td>123456</td>
<td>Rate originally entered as regular base pay however should have been paid OT on 4/19 &amp; 4/20. Employee was underpaid. Correction to employee’s time</td>
</tr>
</tbody>
</table>

Employee’s Signature ___________________________  
Date __/__/__

Supervisor’s Signature ___________________________  
Date __/__/__

**Time Keeper/Approver or Time Manager’s Signature** ___________________________

**Deliver to:** UNM Payroll Office at MSC01 1230

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**Payroll Office Use Only**

<table>
<thead>
<tr>
<th>Prepared by and Date</th>
<th>PHAADJT by and Date</th>
<th>Intellichek by and Date</th>
<th>Check/DD Number</th>
<th>Payroll Comments</th>
</tr>
</thead>
</table>