Amended/Retro Timesheet Aid
Department Resource for submitting an amended/retro timesheet

Use for Misc Wage, Undergrad Student, and Graduate Students.

Use this sheet as a resource to complete Amended/Retro Timesheet
DEPARTMENT USE ONLY (Do not send to Payroll)

Name: ____________________________
Employee ID: ____________________________
Department: ____________________________
Assignment Name: ____________________________
Hourly Rate: ____________________________
Pay Date (s): ____________________________

Date: __________ Clock In:___________ Clock Out:___________
Date: __________ Clock In:___________ Clock Out:___________
Date: __________ Clock In:___________ Clock Out:___________
Date: __________ Clock In:___________ Clock Out:___________
Date: __________ Clock In:___________ Clock Out:___________
Date: __________ Clock In:___________ Clock Out:___________
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Date: __________ Clock In:___________ Clock Out:___________
Date: __________ Clock In:___________ Clock Out:___________

Notes
Be sure to complete the Amended/Retro Timesheet Request form, http://www1.udel.edu/payroll/forms/amend-timesheet.html

Assignment Name
- If assignment is on a JED, it is the Job Title (Misc Wage Non-Family, Student Worker Class I)
- If additional assignment, it is the Department Description (Office Assistant, Moo Mobile, Work with Dr. X)

Hourly Rate
This is the rate for that assignment. If the rate is different than what is currently in the system, be sure to use the Rate Override column to enter that different hourly rate

Pay Date
This is the date the employee would have been paid the hours you need to enter or edit. You may request to open multiple Pay Periods

Date
The Date you are adding and/or editing information

Clock In
Start time that needs to be entered or edited

Clock Out
End Time that needs to be entered or edited