

SALEM STATE COLLEGE DAILY PAYROLL

EXCEPTIONS

CORRECTIONS

*To be submitted DAILY to the Financial Services Payroll Unit no later than 10:00 a.m. to report exceptions for the previous day or corrections to a report submitted for an earlier date. Please report **EXCEPTIONS ONLY** to normal schedule (i.e., sick time, vacation time, personal leave, overtime, etc.) using the **TIME REPORTING CODES (TRC)**.*

DEPARTMENT NAME	PAYROLL WEEK ENDING
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LAST NAME, FIRST NAME
EMPLOYEE ID
RECORD NUMBER

SUNDAY		MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY	
TRC	HRS	TRC	HRS	TRC	HRS	TRC	HRS	TRC	HRS	TRC	HRS	TRC	HRS

LAST NAME, FIRST NAME
EMPLOYEE ID
RECORD NUMBER

SUNDAY		MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY	
TRC	HRS	TRC	HRS	TRC	HRS	TRC	HRS	TRC	HRS	TRC	HRS	TRC	HRS

LAST NAME, FIRST NAME
EMPLOYEE ID
RECORD NUMBER

SUNDAY		MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY	
TRC	HRS	TRC	HRS	TRC	HRS	TRC	HRS	TRC	HRS	TRC	HRS	TRC	HRS

FORM MUST BE SIGNED AND DATED BY SUPERVISOR

SUPERVISOR'S SIGNATURE
DATE

FINANCIAL SERVICES PAYROLL UNIT USE ONLY	
Time & Attendance entered by _____	_____
Date _____	_____
SESSION NUMBER _____	_____