

Early Time Record Certification

For the purpose of processing payroll and distributing payment in advance of certain holidays or other infrequent occasions, Payroll will occasionally both request and accept that time records be turned in before all of the days in the period are actually completed (worked). However, for internal control purposes, it is necessary that we obtain some certification (after the pay period ends) that those time periods worked after the submission of the time records are accurately reported. We appreciate your cooperation with us as we work together to try to ensure that employees are paid in both a timely and accurate way.

Whole 14-day Time Period _____

Date Time Cards Turned In _____

Department _____

I (print name) _____ affirm that it is my understanding that the time records submitted prior to the end of the pay period continue to accurately reflect the time worked for the entire period, excepting any changes I have written in below.

Changes:

Employee _____ Changes _____

Employee _____ Changes _____

Employee _____ Changes _____

Signed _____

Date _____