

LAY PERSONNEL

## DIOCESE OF SACRAMENTO

2110 Broadway • Sacramento, California 95818 • 916/733-0100 • Fax 916/733-0195

February 8, 2021

To: Pastors, Agency Directors, Office Managers, School Principals, and Human Resources

Representatives FR: Anna Schiele

RE: PT503 Punch Correction/Missing Punch Request Form

As we continue to transition more sites to electronic timekeeping systems we have found the need to create a form for employees to use when an error has occurred with their timesheet. The PT503 Punch Correction/Missing Punch Request Form can be used by an employee to correct a punch that has been recorded incorrectly or to request the entry of a missing punch.

The employee will be responsible for completing the PT503 Form and providing it to the supervisor (in a similar manner as the PT501 Form). The supervisor will then be responsible for entering the correction into the timekeeping system. The original PT503 Form must be provided to the payroll department and a copy should be provided to the employee.

The PT503 Punch Correction/Missing Punch Request Form as been provided with this Memo for your ease but can also accessed by clicking the following link:

https://www.scd.org/sites/default/files/2021-02/PT503-Punch-Correction-Missing-Punch-Request-Form.pdf

If you have any questions or concerns please feel free to contact the Lay Personnel Department by phone at 916-733-0239 or by email at <a href="mailto:personnel@scd.org">personnel@scd.org</a>.

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PT 503 (2/2021) Refer to Chapter III of the LAY PERSONNEL HANDBOOK for a description of the policy regarding Timekeeping.

**COPY TO: Employee** 

 $\label{eq:NOTE:equation:note} \textbf{NOTE: The Supervisor must enter the correction into the time keeping system.}$ 

**ORIGINAL TO: Payroll**