LOUISIANA STATE UNIVERSITY

Louisiana State University
Office of Accounting Services
Payroll
204 Thomas Boyd Hall

SUPPLEMENTAL TIMESHEET **AS420**

Driving Worktag		
Type of Employee	☐ Student ☐ Transient ☐ WAE ☐ Wage	
Pay Period	Start	End

Department		Contact	
Phone		E-mail	

Employee ID	Employee (Last/First)	Week 1 Work Hours	Week 2 Work Hours	Workday Earning Code	Rate Of Pay	Suppl Pay	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F
	Totals																			

Justification: Why is the adjustment being done retroactively? Please explain how the error occurred.

I certify that the above is correct.

_____ _____
Payroll Contact Date

Approved by

_____ _____ _____
Supervisor Printed Name Date

FOR ACCOUNTING SERVICES USE ONLY

Entered by _____ Date _____