



Exception / Correction Request

Exception
(for eForm submissions after 10th of current payroll month)

Correction

Exception Example: If there is a change that is effective March 1, the eForm must be submitted by March 10 to be reflective for April 1 pay. If the eForm is submitted after the 10th of the current payroll month, it will require an exception for approval

Current Date:

Requested Effective Date:

Employee Name:

Employee ID Number:

Department Name:

Department ID Number:

Position Title:

Position Number:

Does this employee have a current and valid [Criminal Background Check](#) (CBC)?

YES NO N/A

Is the employee within [Federal I-9 compliance](#)?

YES NO N/A

Employee has 3 business days from start date for paid titles to complete their Form I-9.

Please provide detailed information for the current request:

Immediate Supervisor Acknowledgment:

By signing below, I understand that submitting this request form does not guarantee that I will be granted an exception to the eForm submission deadline. I also acknowledge that the employee impacted by this request has been notified and is aware that their pay/pay rate changes may not be reflected in the current pay cycle if this request is not approved.

Immediate Supervisor Name (Please Print)

Immediate Supervisor Signature