

## San Diego Community College District Monthly Timesheet Correction Request

Timesh	sheet Reporting Period: From to															Academic																	
Locatio																	Classified																
Emplo	Employee Rec#			Pc	sition	ıID		Employee Name (Last, First Middle)																									
		Dates of the Month																															
Action	Time Category	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Tota Hou
Add																																	0
Delete																																	0
Rei	marks:																																
P	repared By																		-	Date								_					
Manage	rApproval																		_	Date								_					

Submit form to your Campus Business Office; after validated by your Campus Business Office they will forward to Payroll