



Disbursements Office

Leave Request change Form

This form should be used if an employee has an incorrect request in TimeClock Plus in a locked period. When the form is completed, please scan and email to Payroll@ferris.edu or fax to X-2975.

Employee *(Please print)*

Name: _____

Banner ID: _____

Leave request date: _____

Incorrect leave request type: _____

Correct leave request type: _____

Incorrect hours on leave request: _____

Correct hours for leave request: ____

Notes:

Employee signature: _____ Date: _____ Banner ID: _____

Manager signature: _____ Date: _____ Banner ID: _____

For Payroll Office Use Only

TCP Accrual Bank: _____ Time card: _____ Pealeave Bank: : _____ PHAHOUR: _____ Request Calendar _____

Payroll Office * 420 Oak Street, PRK 257 * Big Rapids, MI
49307

Phone: 231-591-2160 * Fax: 231-591-2975 *
Payroll@ferris.edu