CV

CORRECTION VOUCHER– SPONSORED RESEARCH
(To be used for staff whose Sponsored Project Pool = P for a specific Employment Record #.)

Employee ID _____   Name _____   Employee Record # _____

Pay Date: _____   Pay Period to be corrected: Begin Date _____ End Date _____

SECTION A: **TIME WAS REPORTED AS FOLLOWS:**

Time Rept Code	Combo Code	Date __/__	Date __/__	Date __/__	Date __/__	Date __/__	Date __/__	Date __/__	Date __/__	Date __/__	Date __/__	Date __/__	Date __/__	Date __/__	Date __/__

SECTION B: **TIME SHOULD HAVE BEEN REPORTED AS FOLLOWS:**

Time Rept Code	Combo Code	Date __/__	Date __/__	Date __/__	Date __/__	Date __/__	Date __/__	Date __/__	Date __/__	Date __/__	Date __/__	Date __/__	Date __/__	Date __/__	Date __/__	Date __/__

REASON: _____

Staff Member Signature _____ Supervisor (please print) _____

Supervisor Signature _____ Contact Name (please print) _____

Contact Unique Name_____ Contact Phone Number _____ Date _____

Instructions:

1. Type the Employee ID, Name, Employee Record #, Pay Date, Pay Period Begin and End Dates for which corrections are being submitted.
2. In Section A, **for the dates that need correction**, type the calendar dates (MM/DD) in the spaces provided. On each row in Section A, type the time reporting code, combo code and hours as the data originally appeared on the timesheet. Hours should be expressed with one (1) decimal place. Example: 8.0.
3. In Section B, **the dates that need correction**, will be automatically filled in with the dates entered in Section A. On each row in Section B, type the time reporting code, combo code and hours as the data **"should have"** appeared on the timesheet. Hours should be expressed with one (1) decimal place. Example: 8.0.
4. Type the Contact Name, Contact Unique Name, Contact Phone Number and Date.
5. Print the form.
6. Obtain signatures from the staff member and the Supervisor.
7. For routing information and Salary Transfer Guidelines, refer to the Financial Operations Website https://www.finops.umich.edu/programs/rules/retroactivesalarytransfers. For questions on completing this form contact the Payroll Service Center at (734) 615-2000.