LSU
LOUISIANA STATE UNIVERSITY

SUPPLEMENTAL TIMESHEET   **AS420**

Driving Worktag			Department		Contact	
Type of Employee	☐ Student ☐ Transient ☐ WAE ☐ Wage		Phone		E-mail	
Pay Period	Start	End				

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 _____

Rev 5/24