CLEMSON
U N I V E R S I T Y

Finance Shared Services

Payroll Correction Request

Employee ID: **Department #:**

Journal ID: **Run ID:**

Pay Date:

Justification for Request:

Pay sheet Reconciled: Yes   No

If yes, Reconciler Name   **Date**

Salary Amount (Exclude Fringe):

Correct Chartfield(s):

Fund	Account	Dept	Program	Class	Project	Amount

PRC Approval:

Requires approval from Department Head, Business Officer, and/or PI if fund 20

VP Approval:

Required if PRC request is more than 90 days from original pay date

Please send completed form to Shared Services (FSS@clemson.edu)