

e-TIME Timesheet Historical Correction Form

After you complete the form and get appropriate signatures: Epsilon employees can email this to Epsilon-etimepyrhelpdesk@lionresources.com, and all other employees can email this to Etimepayrollhelpdeskpublicis@lionresources.com.

KEY INFORMATION

Employee Name _____

Employee ID _____

Employee Location _____

Supervisor Name _____

Agency/Company Name _____

ORIGINAL DATA

Date	Start Time	Lunch <u>Start</u> Time	Lunch <u>Return</u> Time	Shift End Time	Pay Code	Total	Comments

TIMECARD TOTAL

CORRECTED DATA

Date	Start Time	Lunch <u>Start</u> Time	Lunch <u>Return</u> Time	Shift End Time	Pay Code	Total	Comments

REVISED TOTAL

Employee Signature _____

Date _____

Supervisor Signature _____

Date _____