

Corrections to Payroll After Pay Period Locked

The purpose of this job aid is to explain the process of making time corrections to an employee's time after a payroll period has locked.

This process is for departmental timekeepers or supervisors and should not be completed by an employee on their own behalf.

Pay periods will be locked for entry in TCP based on the time entry deadline posted on the Payroll Services [website](#). If an error is identified in an employee's timesheet before it is submitted but after Payroll has locked the pay period, the timekeeper or manager should email Payroll Services (payroll@uta.edu).

If the hours were not entered into TCP, send a completed, signed paper timesheet (found on the [Business Affairs Forms webpage](#)) to Payroll Services.

If hours are in TCP but need to be changed, send an email to Payroll Services that includes all pertinent correction information, such as:

- Employee ID
- Employee Name
- Position ID
- Needed Correction
- Reason for Correction
- Manager Approval for Correction
- Departmental Contact