

Shoreline Public Schools

Leave Record Revision Form

Building _____

Pay Period _____

Prepared by _____

Use this form to make corrections to a previous month. Corrections for the current leave record being processed can be done by sending an e-mail to Payroll. To correct a prior entry use C (to reverse what was originally submitted), then E for an entry.

C = Correction E = Entry	Leave Date	Hours	Leave Code	Employee Printed Name	Employee Signature

Administrator Approval: _____