

**FAMILY RESOURCE AGENCY OF NORTH GEORGIA**

**TIME SHEET CHANGES**

INSTRUCTIONS: Fax this form to Admin office to make changes to time sheets after they have been turned in (between Thursday morning and Thursday @ 5:00 p.m.). All changes must be done by Fax rather than by phone. If you are unable to Fax due to your Fax machine being down, call Amanda or Kristen and send this form in as soon as possible. This form will be kept in the file to document the changes.

ALL CHANGES MUST BE RECEIVED AT ADMIN OFFICE **BY 5:00 ON THURSDAY**. Changes to time sheets *after* 5:00 p.m. must be handled as a Time Sheet Revision by filling out another Time Sheet for **ONLY** the day the change occurred, writing **REVISION** at the top and turning in the *original* by the end of the **NEXT** pay period. It is not necessary to Fax Time Sheet Revisions in on Friday afternoon or Monday morning as they will not be turned in until the next pay period.

EMPLOYEE NAME: \_\_\_\_\_ CENTER: \_\_\_\_\_

DATE TO BE CHANGED	TIME IN	TIME OUT	TIME IN	TIME OUT	O R	LEAVE TYPE	# OF HOURS	

***IF LEAVE IS BEING TAKEN:***

IS THERE A LEAVE REQUEST ALREADY ATTACHED TO TIME SHEET? \_\_\_ Yes \_\_\_ No

If no, attach Leave Request to this fax. If employee is not at work to sign, keep original for signature. Fax signed original to Program Assistant as soon as employee has signed.

For Substitutes provide the following information:

Project No.: \_\_\_\_\_ Center No.: \_\_\_\_\_ Reason/Person Substituting for: \_\_\_\_\_

\_\_\_\_\_  
Employee Signature, if available

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date Faxed