

## Amended Time and Attendance Reports

An amended T&A report must be prepared if there is a change to hours that were reported on the original T&A Report. Amendments are done on an FPPS Amended T&A Report (see Client Interface Manual Forms Section, page A-18 for blank form.)

Fill in the basic identifying information exactly as it appeared on the original T&A Report. (Information required at the top of the Form - Name, SSN, PP, Dept., etc.) \*Note - do not check the week 1 & 2 areas in the header unless you are correcting FLSA status for an emergency situation other than a wildland fire.

Fill in only the information that is being corrected, or, in the case of supplemental hours, record only the premium hours which were not reported on the original T&A Report. Be sure to correct daily totals for both weeks.

Annotate in the message area "corrected T&A" or "Supplemental Premium hours not previously reported." Feel free to annotate additional information to clearly identify what is being corrected or added.

The employee's supervisor will review and certify the information before submitting the amendment to the Regional Payroll Coordinator. Provide all necessary support documentation to the supervisor prior to certification.

Submit the original amended T&A Report, keep a copy for your office files.

**AN AMENDMENT SHOULD BE SENT TO THE REGIONAL PAYROLL COORDINATOR AS SOON AS IT HAS BEEN CERTIFIED TO ENSURE PROMPT ADJUSTMENT TO THE EMPLOYEE'S PAY AND LEAVE.**