

To change either an Absence from Duty form or a Supplemental form that has been submitted, a [Correction Form](#) must be submitted along with a copy of the original form. Do not make any changes to the original form. All changes are to be noted on the Correction form.

1. Instructions for completing the form are as follows:
2. Today's Date – Enter the date the form is being filled in.
3. Employee ID # - Enter the correct ID # of the employee.
4. Employee's Name – Enter the employee's name. Please avoid using nicknames.
5. Campus/Department – Enter the campus/department name.
6. Change Requested – In this area, please explain what type of change is needed.
7. Substitute Pay Correction – If the change is for a substitute, enter the ID #, substitute name, the amount to be paid or deducted, and the distribution code.
8. Supplemental Pay Correction – If the change is for an amount that was originally submitted on a supplemental form, then enter the ID #, employee name, the amount to be paid or deducted, and the distribution code.
9. Employee and Supervisor must sign correction form.