



# NEW MEXICO JUDICIAL BRANCH TIME SHEET CORRECTION FORM

Correction for pay cycle ending: \_\_\_\_\_

NAME \_\_\_\_\_

Employee ID# \_\_\_\_\_  
(Six digit number for PeopleSoft)

## REVISED TIME SHEET INFORMATION

My time sheet indicated I worked/took leave (of) \_\_\_\_\_ hours on \_\_\_\_\_.

My time sheet should have indicated \_\_\_\_\_ hours of \_\_\_\_\_ on this date.

My revised hours for the week should be: \_\_\_\_\_

\_\_\_\_\_  
(Please indicate, for example, 24.00 hours regular, 8.00 hours sick, 8.00 hours annual, etc.)

## COMMENTS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Employee Signature                      Date

\_\_\_\_\_  
Supervisor's Signature              Date