



Ensure the most current form is submitted. Refer to EMACS Forms/Procedures website.

TIME AND LABOR AMENDED BATCH HEADER

ZERO HOURS

DEPARTMENT NAME

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PAY PERIOD

/

TO: EMACS-PAYROLL

ATTN:

Payroll Specialist Name (Print):

Telephone:

NOTE: All changes made to the amended TLR must be identified with an Asterisk in the left-hand margin of the TLR. All unchanged lines must match the original TLR (i.e., do not summarize previously itemized lines.) Used to replace original TLRs submitted.

DO NOT SUBMIT FOR DATA ENTRY