

Print and sign this form. Scan to Kronos@temple.edu.
 Questions or concerns? 7-2244.

Historical Moves from Prior Pay Period Request Form

TUID/Employee Name	Biweekly/Monthly?	Date of Historical:	Pay Code From:	Hours	Pay Code To	Hours	Comment

Approvals

Timekeeper:	Date:	Dept. Head	Date:
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Notes:

Instructions:

Historical moves are transferring one pay code to another.

Historical moves should be completed by the Kronos Team only.

Historical Moves should be submitted no later than Wednesday following the Kronos Sign-off date.

These adjustments will reflect in the Current Pay Period.

Payroll Use Only:

Entered by:

Signature:

Date: